

# Volunteer Position Description

## St. Sebastian Parish and School

**Position Title:**

*Vigil Light Volunteer*

**Supervisor:** Julia Galligan

**Typical Volunteer Location:** Church and or/ Church Hall Kitchen

**Brief Position Description for Portal Volunteer Position:**

*Volunteers take one month of duty per year. They are to restock the vigil lights in the Church weekly, and at the end of the month, clean the votive glass by baking them in the Church Hall Kitchen oven for 20 minutes.*

**Position Description:**

*Restocking of the votive candles weekly – remove metal tab from the bottom of the votive glass. Insert a candle in the votive glass.*

*At the end of the month, remove the Church votive glass and take it to the Church Hall Kitchen (via teacart). Place votive glass upside down on a cookie sheet lined with newspaper and bake for 20 minutes. Wipe glass clean and return votive glass to the Church. Insert a candle in the votive glass.*

**Responsibilities:**

- Use screw driver or butter knife to remove the metal tab from the votive glass bottom.
- Place a new candle in the votive glass.
- Place matches and lighting sticks at the Vigil Light altars.
- Clean the votive glass by baking it at the end of the month.

Restock votive candles weekly.

At the end of the month, remove the votive glass and take it to the Church Hall Kitchen via teacart from the Church Hall. Place votive glass upside down on a cookie sheet and bake for 20 minutes. Wipe glass clean and return votive glass to the Church. Insert a candle in the votive glass.

*Detailed instructions and training are provided. You will work with another volunteer who has years of experience doing this.*

**Qualifications/Skills:**

*Able to follow instructions. Likes to work in the quiet of the Church. Can use a screwdriver or butter knife to remove a metal tab from the bottom of a glass votive. Can use the Church Hall stacked oven to bake votive glass of any residual wax. Can use wadded paper towel to wipe out votive glass which was baked in an oven. Can stock vigil light candles in the votive glass.*

**Requirements:**

*If you are of grade school age, you must be in 8<sup>th</sup> grade and have a parent accompany you at all times.*

**Time commitment:**

*½ hour to 45 minutes for restocking which includes removing a metal tab from the bottom of the Vigil Light glass and inserting a new candle into the votive glass. Also replacing matches and lighting sticks. 2 and ½ hours for the end of the month cleaning of the votive glass.*