



## **Responsible Ministry and Safe Environment Policy**

### **Addendum III**

## **Volunteer Ministry Positions**

**Revised March 2021**



ROMAN CATHOLIC  
DIOCESE OF VICTORIA

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# Volunteer Ministry Risk Ranking and Criteria



## Determining Risk

The nature of the ministry and the inherent level of risk involved dictate the degree of screening required. There are four factors that are considered in order to determine whether a Position is High, Medium or Low risk.

### 1. The Participant

The vulnerability of the person(s) served needs to be taken into account. Small children, teens who are at risk, those who are physically, socially or psychologically challenged, and seniors who are frail are the most vulnerable. An adult who is vulnerable is a person who does not have full use of her/his faculties or who is experiencing extreme trauma or abuse and is unable to function and reason normally.

Consider factors such as

- Age
- Emotional distress
- Maturity
- Isolation
- History of abuse
- Language and communication skills
- Disability
- Dependence
- Physical health
- Mental health
- Current crisis/trauma

### 2. The Setting

The circumstances of the delivery need to be taken into account. For example: Where will the activity take place? In someone's home, a car, the parish hall, a campsite, in isolation, publicly?

Consider these questions: Does the position...

- require work in an isolated location?
- require unsupervised contact with a vulnerable participant?
- involve transportation of vulnerable participants?
- involve heightened potential for contact with bodily fluids, infectious diseases and illnesses?
- take place in an intrusive or unsafe environment?

### 3. Intensity of the Activity

The "perceived authority" of the volunteer delivering the service is vital. The frequency and intimacy of encounters is very important. One-to-one grief counselling is a much more intense activity than the preparation and delivery of Christmas hampers.

Consider these questions: Does this position...

- involve physical contact?
- involve working with young children in a setting where touching, lifting, toileting, etc. are intrinsic to the position?
- involve helping participants change clothes, bathe, move around?
- require physical exertion or endurance, such as helping someone transfer from a wheelchair?
- involve working with extremely emotional or traumatized participants?
- have expected high levels of stress, emotional strain, and burnout?
- involve access to confidential participant or organisational information?
- involve handling or managing funds, chequebooks or donations?
- involve specific knowledge or skills required to fulfil this position?

#### 4. The Supervision

The issue of serious supervision must be considered in determining the level of risk involved in a ministry position.

Consider these questions:

- How well is the person in this position supervised?
- Does the volunteer have access to their supervisor when needed?
- Is feedback on performance regularly sought and given?
- Are participants consulted regarding the volunteers' performance?

Note: As a matter of policy, all ministry positions are examined in the light of the relevant factors to determine the degree of risk involved. When there is doubt as to the degree of risk, a position is categorized as high risk.

The criteria identified below are not intended to be exhaustive and other criteria may need to be considered, subject to the requirements of a position.

**Low-risk positions** are positions that meet all of the following criteria:

- the position does not require close contact with clients or the public
- the position is supervised (directly or indirectly) at all times
- the position does not require the person to handle money or food
- the position does not require the person to drive and/or transport others

*Examples: Lectors, Eucharistic Ministers and Ushers*

**Medium-risk positions** are positions that meet any of the following criteria:

- the position requires a person to give information to clients or potential clients with a minimum of supervision

- the position requires a person to act on behalf of the organization in an unsupervised setting
- the position requires the person to handle money/ funds or food with a minimum of supervision
- the person has access to the organization's confidential files

*Examples: Parish Finance Committee*

**High-risk positions** are positions that meet any of the following criteria:

- the position requires a person to be alone and unsupervised with a child or others, including vulnerable persons
- the position requires a person to develop a close, supportive relationship with a client or group of clients
- the position may require or encourage driving with a client as a passenger
- the position requires the person to be left unsupervised in a building, home, or other setting operated by the organization on a regularly scheduled basis
- the position requires the person to have access to highly confidential information (personal/medical/financial)
- the position requires the person to be entrusted with control of keys, property, and access to buildings, etc.
- the position requires the person to operate a variety of mechanical equipment

*Examples: Eucharistic Ministers to the Sick, Youth Group Leaders, Collection Counters*

## **Exceptions**

These criteria are not exhaustive. They are guidelines we used in establishing the risk level of the standardized positions. Some local conditions may cause risk level to be altered. When the Pastor, in consultation with the Parish Responsible Ministry Coordinator decides this is the case, the Diocesan Responsible Ministry Coordinator should be contacted to discuss the determining factors and possibly modify the risk level for that particular parish ministry.

When a person moves from a lower risk position to a higher-level risk position, an appropriate risk assessment must be carried out. Employees in certain positions (based upon risk assessment) may be required to obtain a Criminal Record Check on an annual basis.

The only persons who are not considered within one of these three categories are "one-time-only" volunteers for low-risk special events. These are volunteers who help out only for special events, such as Fall Bazaars, Spaghetti Suppers and Bake Sales, but do not belong to a specific ministry.

These volunteers should be asked to sign in and out, so a record of their involvement is kept on file. The sign-in/sign out sheet should include the name of the parish, the activity, and the date that the event took place and the volunteer's name, address, and phone number. In so doing, the parish has a list that it can use to ask for help in the future. As well, the parish will have proof that the person volunteered.



## Volunteer Position Risk Levels

Below is a listing of the Diocese of Victoria Ministry Positions.

If your Parish has a position not listed here; please submit a draft of the Ministry Position Description to the DRM for review and approval by the Diocese of Victoria.

Adoration Coordinator — Low Risk  
Altar Server – Adult — Medium or High Risk\*  
Altar Server – Child/Youth — High Risk  
Altar Server Coordinator — Medium or High Risk  
Appeal Committee Member — Medium Risk  
Baptismal Preparation Coordinator — Low Risk  
Baptismal Preparation Team Member — Medium Risk  
Bereavement Team Coordinator — High Risk  
Bereavement Team Member — High Risk  
Bible Study Coordinator — Medium Risk  
Building and Maintenance Committee — Low Risk  
Catechumenal Catechist of Children's Initiation — High Risk  
Children's Liturgy of the Word Coordinator — High Risk  
Children's Liturgy of the Word Helper/Volunteer — High Risk  
Children's Liturgy of the Word Catechist — High Risk  
Choir Director — Medium or High Risk\*  
Choir Member – Adult — Low or Medium Risk\*  
Choir Member – Child/Youth — Low or Medium Risk  
Church Docent Member — Medium or High Risk\*  
Church Docent Coordinator — Medium or High Risk\*  
Collection Counter — High or Medium Risk  
Collection Counter Coordinator — High or Medium Risk  
Coordinator of Children's Initiation — High Risk\*  
Custodian/Maintenance Person — High Risk  
Extraordinary Minister of Communion — Low Risk  
Extraordinary Minister of Communion Coordinator — High Risk  
Extraordinary Minister of Communion to Homes/Institutions — High Risk  
Lay Pastoral Visitor — High Risk  
Lay Pastoral Visitors' Coordinator — Medium Risk  
Lector — Low Risk  
Lectors' Coordinator — Low Risk  
Legion of Mary Leader — Low or Medium Risk  
Legion of Mary Member — Low or Medium Risk  
Liturgical Environment Planner — Low to Medium Risk  
Liturgical Hospitality Coordinator — Medium Risk  
Liturgical Hospitality: Greeters & Ushers – Low Risk  
Marriage Preparation Facilitator/Coordinator – Medium Risk  
Parish Finance Council Member — Medium Risk  
Parish Finance Council Vice-Chairperson — Medium Risk  
Parish Pastoral Council Chairperson — Medium Risk  
Parish Pastoral Council Member — Low Risk  
Parish Social Ministries — Low or Medium Risk  
Parish Responsible Ministry Coordinator — High Risk

Parish Responsible Ministry Committee Member — High Risk  
Prayer Group Coordinator — Low risk  
RCIA Catechumenal Catechist — Medium Risk  
RCIA Catechumenal Director — Medium Risk  
RCIA Sponsor — Medium Risk  
Refugee Sponsorship Committee — High Risk  
Religious Articles Purchaser/vendor — Low Risk  
Religious Education Assistant — High Risk  
Religious Education Catechist — High Risk  
Religious Education Coordinator — High Risk  
Sacramental Preparation Coordinator — Medium or High Risk\*  
Sacramental Preparation Team Member — Medium Risk or High Risk\*  
Share Lent Campaign Chairperson — High Risk  
Share Lent Campaign Committee Member — Low to Medium Risk  
Sports' League Coach — High Risk  
Volunteer Driver — High Risk  
Wedding Coordinator — Low Risk  
Youth Minister — High Risk\*

\* When children (without the accompaniment of a parent and/or guardian) or the vulnerable are involved, this ministry position is High Risk.



# Volunteer Ministry Position Descriptions



## Adoration Coordinator

### Overview

Under the direction of the Pastor, the Adoration Coordinator schedules and promotes adoration at the parish. They are involved in the prayer and adoration life of the Church, and inspire others to pray.

### Activities/Responsibilities

- Encourages and promotes the adoration of the Blessed Sacrament in the parish.
- Develops and maintains a schedule for adoration.
- Ensures that person(s) are present during the hours of adoration.
- Arranges the set-up of flowers and candles for adoration of the Blessed Sacrament.
- Addresses other matters, as they arise, regarding the adoration of the Blessed Sacrament.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is active in parish worship.
- Is recognized within the parish community as a person of solid reputation.
- Is sensitive to the use of the church for the parish community's Liturgical celebrations as well as for private prayer and reflection.
- Is familiar with the ritual and theological implications and meanings of the adoration of the Blessed Sacrament.
- Possesses good organizational skills.
- Can relate effectively and communicate clearly with others.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy, enthusiastic and able to motivate others.
- Is a person of prayer.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**Orientation and Training**

Standard Parish orientation program.

**Participant Group**

Parishioners wishing to participate in the adoration of the Blessed Sacrament.

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to the spiritual life of the parish community. Will have a direct impact on building community within the parish.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required. Training and orientation are required.
- There will be supervision and periodic evaluations

This ministry position description accurately reflects the Ministry of Adoration Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Altar Server – Adult



### Overview

The Altar Server assists the members of the liturgical assembly by presenting or arranging vessels and other items used in the celebrations. Their reverent and efficient service enables other ministers to attend to their own roles while the liturgical actions unfold with calm, order and appropriate decorum. As members of the assembly who are often visible to all, the altar servers also model good liturgical participation.

### Activities/Responsibilities

- Assists with the preparation of the sanctuary and sacred vessels before the Liturgy and their proper care afterward.
- Uses and cares for various items used in the Liturgy (cross, candles, incense, sacramentary, etc.).
- Prepares altar or assists in doing so before the presentation of the gifts.
- Assists with books and other altar accessories as needed.
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly.
- Exhibits responsibility by serving when scheduled and taking part in rehearsals.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Has the necessary skills to serve the liturgical assembly as outlined here.
- Participates fully as a member of the liturgical assembly.
- Has the appropriate knowledge of furnishings, vestments, etc.
- Has learned the ceremonial procedures of the community.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Welcomes opportunities to keep growing in understanding and appreciation of the Liturgical Rites, which they help the community to celebrate.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Has a spirit of generosity.

### Orientation and Training

Standard parish orientation program and altar server training if offered.

### Participant Group

Other Altar Servers, the Priests, Deacons, Liturgical Ministers and parishioners.

### Support, Supervision, and Evaluation

The Altar Server Coordinator or \_\_\_\_\_ is the first level of support, supervision and evaluation.

The parish priest and/or his delegate(s) also exercise this role in their work with Altar Servers.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will directly contribute to the liturgical experience at the Parish.
- Will develop team working skills and a greater knowledge of the Liturgy.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a General risk position (provided the Altar Servers do not serve with those under 19). Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Altar Server – Adult currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Altar Server – Child/Youth



### Overview

The Altar Server assists the members of the liturgical assembly by presenting or arranging vessels and other items used in the celebrations. Their reverent and efficient service enables other ministers to attend to their own roles while the liturgical actions unfold with calm, order and appropriate decorum. As members of the assembly who are often visible to all, the Altar Servers also model good liturgical participation.

### Activities/Responsibilities

- Assists with the preparation of the sanctuary and sacred vessels before the Liturgy and their proper care afterward.
- Uses and cares for various items used in the Liturgy (cross, candles, incense, sacramentary, etc.).
- Prepares altar or assists in doing so before the presentation of the gifts.
- Assists with books and other altar accessories as needed.
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly.
- Exhibits responsibility by serving when scheduled and taking part in rehearsals.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a baptized member of the Catholic Church and is already a participant in the Liturgy.
- Has the necessary skills and sufficient maturity to serve the liturgical assembly as outlined here.
- Has learned to participate fully as a member of the liturgical assembly.
- Has participated in a training process that includes appropriate knowledge of furnishings, vestments, etc.
- Has participated in a training process that prepares the server for the ceremonial procedures of the community.
- Must be \_\_\_\_\_ years of age or older /OR in grade \_\_\_\_.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Welcomes opportunities to keep growing in understanding and appreciation of the Liturgical Rites, which they help the community to celebrate.
- Has a spirit of generosity.
- Sufficient maturity to focus on the Liturgy and exercise her/his ministry with proper behaviour and attention.

### Orientation and Training

Standard parish orientation program and altar server training if offered.

### Participant Group

Other altar servers, the priests, deacons, liturgical ministers and parishioners.

### Support, Supervision, and Evaluation

The Altar Server Coordinator or \_\_\_\_\_ is the first level of support, supervision and evaluation.

The parish priest and/or his delegate(s) also exercise this role in their work with Altar Servers.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will directly contribute to the liturgical experience at the Parish.
- Will develop team working skills and a greater knowledge of the Liturgy.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a General risk position.
- Completion of a Volunteer Application Form is required (which includes parent and/or guardian consent).
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Altar Services – Child currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_  
Date

## Altar Server Coordinator



### Overview

The Coordinator for Altar Servers supervises, manages, trains & arranges altar servers to fulfill their ministry. The coordinator has a significant impact on the spiritual growth of young people as they express their faith in assuming duties as Altar Servers.

### Activities/Responsibilities

- Maintains contact list of Altar Servers.
- Ensures any changes in the list of Altar Servers are communicated promptly to the Parish Responsible Ministry Committee.
- Collaborates with the Pastor and/or his delegate(s) to ensure that Altar Servers perform their duties.
- Prepares a schedule of servers for weekend Masses and arranges for servers to assist at weddings and liturgical celebrations or services.
- Assists in the recruitment of Altar Server candidates.
- Provides training for new Altar Servers.
- Promotes a safe environment both for training and the practice of the ministry.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has detailed knowledge of the Liturgy and the duties of the Altar Server.
- Has an ability to relate and communicate effectively with others, especially children & youth.
- Has time and flexibility to attend various masses in order to develop support with Altar Servers and to monitor and encourage them.
- Has the ability to delegate and follow up.
- Must be flexible and tactful in relating to youth and their parents.
- In cases of emergency, knows contacts and/or procedures.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Welcomes opportunities to keep growing in understanding and appreciation of the Liturgical Rites, which they help the community to celebrate.
- Has a spirit of generosity.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

### Orientation and Training

Standard parish orientation program and Altar Server Coordinator training if provided.

### Participant Group

Altar Servers

### Support, Supervision, and Evaluation

The Pastor and/or his delegate(s) is/are the first level of support, supervision and evaluation.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will directly contribute to the liturgical experience at the Parish.
- Will further develop leadership skills.
- Will enhance personal growth of faith and better understanding of parish Liturgy.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Altar Server Coordinator currently practiced at \_\_\_\_\_.

(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_  
Date



# Baptismal Preparation Coordinator



## Overview

Baptism is an initiation into the Paschal Mystery and life in a community of faith. Under the direction of the Pastor and in cooperation with the Pastoral Team, the Baptismal Preparation Coordinator organizes and facilitates the process of preparing families to celebrate the Baptism of their child. The Baptismal Preparation Coordinator shares a love for the Church, an understanding of Baptism as a Sacrament of Initiation and embodies the importance of Hospitality.

## Activities/Responsibilities

- Commits to the full process.
- Maintains contact list of parents wanting to participate in the Baptismal Preparation.
- Implements the Baptismal Preparation process as developed in consultation with the Pastor.
- Ensures that appropriate materials are available for the program and recommends the purchase of required resources to the Pastor.
- Collects registrations and baptismal certificates and complete all administrative work.
- Assists in setting dates and preparing for liturgies.
- Facilitates information and parent meetings for Baptismal Preparation.
- Ensures that a prayerful spirit prevails throughout the Preparation process.
- Meets with families who are unable to attend meetings and/or gatherings.
- Arranges for certificates and for names to be recorded in the Parish registers.
- Maintains a current list of Baptismal Preparation Team Members
- Ensures any changes in the list of Baptismal Preparation Team Members are communicated promptly to the Parish Responsible Ministry Committee.
- Recruits, trains, supervises and evaluates Baptismal Preparation Team Members.
- Is responsible for replacement of Baptismal Preparation Team Members in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish process.
- Is responsible for the periodic evaluation of all aspects of the process.
- Attends and participates in the liturgical celebrations when available.
- Schedules and is available for all team meetings.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been an active member of the parish for at least 2 years.
- Is recognized within the parish community as a person of solid reputation.
- Is familiar with the Parish Resource provided by the Diocesan Office of Religious Education.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Should have experience in Immediate Preparation process.
- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a willingness to work with the Pastor, Pastoral Team and Baptismal Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence.
- Pays close attention to detail.
- Has a spirit of generosity.

### **Orientation and Training**

Training and formation provided by Pastor and/or the Diocese of Victoria. Workshops and Seminars provided by the Diocesan Office of Religious Education.

### **Participant Group**

Parents involved in the Immediate Preparation for Baptism, Sponsors and Baptismal Preparation Team Members.

### **Support, Supervision, and Evaluation**

The Pastor and/or Pastoral Team are the first level of support, supervision and evaluation.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will enhance personal growth of faith.
- Will further develop leadership, training and facilitation skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend orientation session, training sessions and regular meetings as required.

### Screening Recommendations

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Baptismal Preparation

Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_ Date

## Baptismal Preparation Team Member



### Overview

Baptism is an initiation into the Paschal Mystery and life in a community of faith.

The Baptismal Preparation Team Members are called to share in the Church's teaching on the Sacrament of Baptism by preparing for the gathering, leading the preparation sessions and providing hospitality and a welcoming environment. The Baptismal Preparation Team Member shares a love for the Church, an understanding of Baptism as a Sacrament of Initiation and embodies the importance of Hospitality.

### Activities/Responsibilities

- Commits to the full process.
- Prepares for gatherings and catechetical sessions based on the materials provided by the parish.
- Gathers parents and godparents and leads them through sessions (during gatherings and catechetical sessions).
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Baptismal Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback.
- Attends and participates in the liturgical celebrations when available.
- Is present for team meetings and training sessions as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 19 years of age.
- Has been an active member of the parish for at least 2 years.
- Is familiar with the Parish Resource provided by the Diocesan Office of Religious Education.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Training and formation provided by Baptismal Preparation Coordinator. Workshops and Seminars provided by the Diocesan Office of Religious Education.

### **Participant Group**

Parents and Godparents involved in the Immediate Preparation for Baptism and other Baptismal Preparation Team Members.

### **Support, Supervision, and Evaluation**

The Baptismal Preparation Coordinator is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will enhance personal growth of faith.
- Will further develop facilitation skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend orientation session, training sessions and regular meetings as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Baptismal Preparation

Team Member currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Bereavement Team Coordinator



### Overview

Under the direction of the Pastor, the Bereavement Team Coordinator is responsible for the Bereavement Ministry and setting goals to reflect the needs of the parish. The purpose of this ministry is to provide support to those who are experiencing grief.

### Activities/Responsibilities

- Maintains contact list of Bereavement Team Members.
- Ensures any changes in the list of Bereavement Team Members are communicated promptly to the Parish Responsible Ministry Committee.
- Under the direction of the Pastor or his appointed delegate, will recruit new Bereavement Team Members on an as needed basis and will arrange for their required and ongoing training and orientation.
- Provides resources and available training that is relevant to this ministry.
- Provides active and ongoing support to Bereavement Team Members on an ongoing basis.
- Ensures that Bereavement Team Members have the necessary information about the bereaved person(s) in order to carry out their role.
- Supervises the quality and effectiveness of Bereavement Team visits.
- Identifies or is informed by the Pastor about the bereaved in the parish community requiring this service and keeps a current list of the bereaved and the visits.
- Develops a library of resources for bereavement ministry and other associated materials that can be used by Bereavement Team Members and bereaved families.
- Will undertake the initial contact for all parishioner requests for this service and will assign teams accordingly.
- Will schedule, organize and lead regular ongoing meetings.
- Ensures that at least two adult volunteers are present at all times during Bereavement visits.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Has sensitivity and an understanding of grief, loss and bereavement.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Possesses good listening skills, relational skills and good judgment.
- Is a person of prayer.
- Is comfortable in the presence of sadness, tears, and intense emotion.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

### **Orientation and Training**

Standard parish orientation program.

Must complete bereavement training or equivalent as approved by the Pastor.

### **Participant Group**

Bereavement Team Members, the bereaved and their family/friends.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the spiritual life of the parish community.
- Will develop pastoral care skills.
- Will perform community service and gain experience.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Bereavement Team Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date



## Bereavement Team Member



### Overview

The Bereavement Team Members provide support to those who are experiencing grief. The Church calls each member of Christ's Body to participate in the ministry of consolation; to care for the dying and to comfort all who mourn.

### Activities/Responsibilities

- Provides support to those dealing with grief with regard to their spiritual needs.
- Is able to refer the bereaved to community agencies who may be of help to them.
- Is informed about the bereaved in the parish community and visits the assigned families as scheduled by the Bereavement Team Coordinator.
- Demonstrates, within their capacity, a caring relationship by providing practical assistance to the parishioners.
- Keeps in contact with the bereaved on a regular schedule as determined by the Bereavement Team Coordinator.
- May assist in the sending out of the bereavement cards.
- Keeps a record of all contact with the bereaved and provides this record to the Bereavement Team Coordinator.
- Will visit in teams of two.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a baptized member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Can relate effectively and communicate clearly with others.
- Has skills, sensitivity and an understanding of grief, loss and bereavement.
- Has good organizational skills.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, dependable and can maintain strict confidentiality.
- Possesses good listening skills, relational skills and good judgment.
- Is a person of prayer.
- Is comfortable in the presence of sadness, tears, and intense emotion.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**Orientation and Training**

Standard parish orientation program.

Must complete bereavement training or equivalent as approved by the Pastor.

**Participant Group**

Other Bereavement Team Members, the bereaved and their family/friends.

**Support, Supervision, and Evaluation**

The Bereavement Team Coordinator is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to the spiritual life of the parish community.
- Will further develop pastoral care skills.
- Will perform community service and gain experience.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Bereavement Team Member currently practiced at \_\_\_\_\_.

(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Bible Study Coordinator



### Overview

Under the direction of the Pastor, the Bible Study Coordinator coordinates a Parish based Scripture study that leads people to a greater understanding of the Bible, an awareness of God's living presence in Sacred Scripture, and an appreciation of how the Bible can be applied to daily life. Through personal study, small group discussion, lecture, and prayer, the Bible Study provides a balance of scholarship, reflection and application.

### Activities/Responsibilities

- Liaises with Pastor and/or Pastoral Team on an ongoing basis for guidance and support.
- In cooperation with Pastor, establishes which scripture readings will be studied throughout the course of the program.
- Sets up a schedule including the start and end dates for the program.
- Prepares for each session by reflecting on the chosen scripture readings.
- May enhance Bible Study Program by inviting guest speakers and/or including resource materials.
- Ensures that each participant has the necessary resources to participate in the program.
- Develops a plan for publicizing the Bible Study Program and recruiting participants.
- Prepares the meeting room and greets participants as they arrive.
- Leads the group through the readings while encouraging and motivating the participants in the discussion.
- Guides prayer and creates an environment where open communication and faith-filled sharing can occur.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Is recognized within the parish community as a person of good reputation.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Bible Study Program.
- Possesses a good and current knowledge of the teachings of the Catholic Church, Theology and Scripture.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.
- Possesses good organizational skills.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, dependable and can maintain strict confidentiality.
- Is a person of prayer.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**Orientation and Training**

Standard parish orientation program and training provided by previous Bible Study Coordinator or Pastor. Other training maybe required as determined by Pastor.

**Participant Group**

People attending the Bible Study Program and the parish community.

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to participants' spiritual development.
- Will further develop leadership and organizational skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

## Screening Recommendations

If a general risk ministry has activities/responsibilities that are considered high-risk as determined in the Parish Responsible Ministry Resource Manual High-risk Level Criteria, this ministry will be deemed as High-risk.

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Bible Study Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Building and Maintenance Committee Member



### Overview

Under the direction of the Pastor, the Building and Maintenance Committee oversees the maintenance and repair of the Parish buildings and grounds. They ensure that the Church building and its surroundings remain in good repair are a safe environment for the parish staff, parishioners and those who visit the parish.

### Activities/Responsibilities

- Oversees the maintenance and repair of the parish building and its surroundings which include: church, parish hall, rectory, grounds/gardens, etc.
- Regularly inspect the parish facilities to assess the maintenance and repair requirements and reports all findings to the Pastor.
- Recommends to the Pastor the prioritizing of maintenance and repair projects to be undertaken around the parish.
- Solicits quotations for work needing to be done around the parish.
- Prepares reports for the Parish Finance Council and Pastoral Council about the repair and maintenance work needing to be done around the parish.
- Is available for training as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is at least 19 years of age.
- Has sufficient skills and maturity to serve the parish as outlined in this position description.
- Is familiar with the parish building, its surroundings and structures.
- Has skills in various areas including: landscaping, electrical, plumbing, construction, architecture, etc.
- Has training in and/or knowledge of building codes, legislation, fire regulations, WHMIS and health and safety procedures.
- Can relate effectively and communicate clearly with others.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**Orientation and Training**

Standard Parish orientation program and training provided by Pastor.

**Participant Group**

Other members of the Building and Maintenance Committee

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly impact the upkeep and overall view of the parish.
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

This is a General risk position. (\*\*\*\*If this individual holds a key to the parish the position is deemed High-risk)

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Building and

Maintenance Committee currently practiced \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_ Date



# Catechumenal Catechist of Children's Initiation



## Overview

In the journey of Christian Initiation, Catechists have an indispensable role. They enable the faith of inquirers to resonate more and more deeply in their lives as they approach the sacraments of life in Christ. This direct formational reference to both the experience of evangelization and that of the sacraments is what distinguishes the work of Catechumenal Catechists from other catechetical roles. Under the direction of the Coordinator of Children's Initiation, Catechumenal Catechists seek for the catechumens not just an acquaintance with doctrine and precepts, but also the experience of an "apprenticeship" in the whole of Christian life. They take an active part in the rites and celebration of the Word that mark the RCIA process.

## Activities/Responsibilities

- Prepares children for the sacraments of Christian Initiation.
- Assists the Ministry Coordinator by preparing lessons.
- Is present to teach the children based on the prepared lessons.
- Is available to communicate with parents and/or family members of the catechumens.
- Liaises with the Ministry Coordinator on an ongoing basis.
- Is available for meetings and training.
- Attends all liturgical celebrations and rites of the Christian Initiation process.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Possesses a good knowledge of the Christian Initiation process and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor, the Ministry Coordinator and fellow Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

### **Orientation and Training**

Standard parish orientation program and training provided by Ministry Coordinator. There are resources and sessions provided through the Diocesan Pastoral Centre.

### **Participant Group**

Children enrolled in the RCIA program and their families, and other Catechumenal Catechists.

### **Support, Supervision, and Evaluation**

The Coordinator for Children's Initiation and/or Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will have a direct impact on the faith formation of children and their families.
- Will further develop leadership and facilitation skills.
- Will enhance personal growth of faith.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.
- Must be available for all necessary meetings, events and liturgical celebrations.

### Screening Recommendations

This is a High-risk position.

- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Catechumenal Catechist of Children's Initiation currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Liturgy of the Word for Children Coordinator



### Overview

The Liturgy of the Word Coordinator oversees the functioning of the Liturgy of the Word for Children program offered at the parish. The Liturgy of the Word for Children is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.

### Activities/Responsibilities

- Maintains a current list of Liturgy of the Word for Children Catechists & Helpers/Volunteers.
- Ensures any changes in the list of Liturgy of the Word for Children Teachers & Helpers/Volunteers are communicated promptly to the Parish Responsible Ministry Committee.
- Arranges scheduling for Teachers and Helpers involved in the Liturgy of the Word for Children.
- Trains, supervises and evaluates Liturgy of the Word for Children Teachers and volunteers.
- Follows the format for Liturgy of the Word for Children developed in consultation with the Pastor.
- Supervises teachers and volunteers who may be present.
- Liaises with parents and/or guardians of children participating in the Liturgy of the Word for Children as needed.
- Ensures that appropriate materials are available for the program and recommends the purchase of required resources to the Pastor.
- Meets with Liturgy of the Word for Children Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is available for meetings and training on both the parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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**Skills, Experience, and Qualifications**

- Fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Is knowledgeable about the teachings of the Catholic Church.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Liturgy Program for children.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and Children's Liturgy Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

**Orientation and Training**

Standard parish orientation program and Children's Liturgy of the Word Coordinator training provided by the incumbent Children's Liturgy of the Word Coordinator or the Diocese of Victoria.

**Participant Group**

Children's Liturgy of the Word Teachers & Helpers, children and their families who participate in the Children's Liturgy of the Word.

**Support, Supervision, and Evaluation**

The Pastor and/or his delegate(s) are the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will directly contribute to the children's liturgical experience at the Parish.
- Will further develop leadership, training and facilitation skills.
- Will enhance personal growth of faith and better understanding of parish liturgy.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_hours per week/ \_\_\_\_hours per month.
- Must be able to attend orientation session, training sessions and regular meetings as required.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Liturgy of the Word for Children Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

# Liturgy of the Word for Children Helper/Volunteer



## Overview

The Liturgy of the Word for Children Helper assists with presenting the Liturgy of the Word for Children. The Liturgy of the Word for Children is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.

## Activities/Responsibilities

- Assists in the physical set up and take down of chairs and tables used for the Liturgy of the Word for Children.
- Assists in the set-up of materials required for each lesson and returning materials to their proper storage area at the end of the lesson.
- Is present to assist the teacher as required during all scheduled lessons.
- Actively participates in the lesson, helping children read and interpret lesson material.
- Under the direction of the Liturgy of the Word for Children Catechist, assists with activities provided during the Liturgy of the Word for Children.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Fully initiated member of the Catholic Church in good standing.
- Is familiar with the Liturgy and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children and youth.
- In cases of emergency, knows contacts and/or procedures.

## Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Liturgy of the Word for Children Catechist to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.

- Is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

### **Orientation and Training**

Standard parish orientation program.

### **Participant Group**

Children and youth who participate in the Children's Liturgy of the Word.

### **Support, Supervision, and Evaluation**

The Children's Liturgy of the Word Catechist is the first level of support, supervision and evaluation.

The Children's Liturgy of the Word Coordinator also exercises this role in his/her work.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the children's liturgical experience at the Parish.
- Will enhance personal growth of faith and better understanding of parish liturgy.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_hours per week/\_\_\_\_hours per month.
- Must be able to attend the orientation session.

### **Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of the Liturgy of the Word

for Children Helper/Volunteer currently practiced at\_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date



# Liturgy of the Word for Children Leader



## Overview

The Liturgy of the Word for Children Leader presents the Word of God to children in a systematic way according to their understanding. The Liturgy of the Word for Children is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.

## Activities/Responsibilities

- Prepares for each lesson by reviewing the material prior to class.
- Ensures that the hall is set up prior to the beginning of Mass and cleaned up after Mass.
- Escorts children to a suitable meeting place prior to the proclamation of the Word.
- Ensures that children return after the homily.
- Is present to teach all scheduled lessons as outlined in the program material.
- Leads the children in class through the activities outlined in the program.
- Liaise with the Ministry Coordinator on an ongoing basis, usually once a month, to receive suggestions and feedback on current and upcoming lessons.
- Is present for planning meetings as required.
- Shares the faith accurately and seeks support, when necessary.
- Supervises any volunteers that may be present.
- Ensures that at least two adult volunteers are present at all times during the Liturgy of the Word for Children.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Has been registered with the parish for at least 2 years.
- Is familiar with the Liturgy and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Demonstrates good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor, Children's Liturgy Coordinator and fellow teachers to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program and training provided by the Ministry Coordinator.

### **Participant Group**

Children and youth who participate in the Liturgy of the Word for Children, the Liturgy of the Word for Children Helpers/Volunteers.

### **Support, Supervision, and Evaluation**

The Liturgy of the Word Coordinator or the Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the children's liturgical experience at the Parish.
- Will further develop leadership, training and facilitation skills.
- Will enhance personal growth of faith and better understanding of parish liturgy.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month.
- Must be able to attend orientation session, training sessions and regular meetings as required.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of the Liturgy of the Word for Children Helper/Volunteer currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Choir Director



### Overview

The Choir Director conducts the Choir Members and any Instrumentalists and encourages the active participation of the parish community in singing at the Liturgy.

### Activities/Responsibilities

- Maintains contact list of Choir Members.
- Ensures any changes in the list of Choir Members are communicated promptly to the Parish Responsible Ministry Committee.
- Collaborates with the Pastor and other members of the parish staff.
- Leads the choir in a way that supports the congregation's musical participation.
- Directs any solos during liturgical celebrations.
- Prepares all choral music for the Liturgy.
- Schedules, prepares for and leads the choir in rehearsals.
- Conducts the choir and any instrumentalists for the music used during the Liturgy.
- Works in conjunction with other members of the music staff to share in presenting music for the Liturgy.
- Attends workshops on Liturgy as required.
- Plans the liturgical calendar with the Pastor or his delegate(s).

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is knowledgeable of sound liturgical principles based on the Church's liturgical documents.
- Is recognized within the parish community as a person of good reputation.
- Demonstrates adequate skill in conducting and vocal techniques.
- Has a thorough understanding of the human voice.
- Possesses the ability to work with amateur, volunteer singers.
- Is familiar with available choral repertoire for various choral voicings.
- Has the ability to recruit, and motivate parishioners to be involved in the music ministry.
- The following musical training (e.g., Grade 10 piano degree, diploma in conservatory training, etc.)

\_\_\_\_\_ is necessary;  
\_\_\_\_\_ is an asset.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer and collaboration with strong interpersonal skills.
- Has enthusiasm, a positive attitude and a genuine appreciation of music.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program and Choir Director professional development.

### **Participant Group**

Choir Members, Instrumentalists

### **Support, Supervision, and Evaluation**

The Pastor and/or his delegate(s) are the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the liturgical experience at the Parish.
- Will further develop leadership skills.
- Good training and experience for those seeking advancement in the fields of directing and conducting. Approved expenses incurred for music ministry material will be reimbursed.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position (unless the participants are younger than 16 years, then this is a High-risk position).
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Choir Director  
currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Choir Member – Adult

### Overview

The Choir's role has great importance in the Parish's Liturgy. Members of the choir share in the proper performance of the music sung, and encourage the active participation of the faithful in the singing.



### Activities/Responsibilities

- Under the direction of the Choir Director, integrates their own area of responsibility in the singing of liturgical music.
- May be called upon to sing solo performances during the Liturgy.
- May be called upon to play an instrument for the music used during the Liturgy.
- Attends weekly practices and regular rehearsals and comes prepared with music selections as appropriate.
- Is available to sing during other special Church services and events as required.
- Works in conjunction with other members of the music staff to share in presenting music for the Liturgy.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is an active participant in parish worship.
- Demonstrates adequate skill in vocal techniques.
- Has an understanding of music and the Liturgy.
- The following musical training/background: \_\_\_\_\_ is necessary; \_\_\_\_\_ is an asset.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer and collaboration with strong interpersonal skills.
- Is able to comfortably and confidently sing in public.
- Has enthusiasm, a positive attitude and a genuine appreciation of music.
- Demonstrates commitment to developing voice skills.
- Has a spirit of generosity.

### Orientation and Training

Standard parish orientation program and orientation to the musical nature/character of the particular parish choir.

### Participant Group

Other Choir Members and Instrumentalists

### Support, Supervision, and Evaluation

The Choir Director is the first level of support, supervision and evaluation.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will directly contribute to the liturgical experience at the Parish.
- Will develop choral singing ability.
- Good training and experience for those seeking advancement in the field of music.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend orientation session as required.

### Screening Recommendations

- This is a General risk position (provided the Choir Members do not serve with those under 16). Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Choir Member – Adult currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_ Date



## Choir Member – Child/Youth



### Overview

The Choir's role has great importance in the Parish's Liturgy. Members of the choir share in the proper performance of the music sung, and encourage the active participation of the faithful in the singing.

### Activities/Responsibilities

- Under the direction of the Choir Director, integrates their own area of responsibility in the singing of liturgical music.
- May be called upon to sing solo performances during the Liturgy.
- May be called upon to play an instrument for the music used during the Liturgy.
- Attends weekly practices and regular rehearsals and comes prepared with music selections as appropriate.
- Is available to sing during other special Church services and events as required.
- Works in conjunction with other members of the music staff to share in presenting music for the Liturgy.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Active participant in Parish worship.
- Demonstrates adequate skill in vocal techniques.
- Has some understanding of music and the Liturgy.
- The following musical training/background: \_\_\_\_\_ is necessary; \_\_\_\_\_ is an asset.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to collaborate well with others and enjoys teamwork.
- Has a liturgically oriented spirituality.
- Is able to comfortably and confidently sing in public.
- Enthusiasm, positive attitude and a genuine appreciation of music.
- Demonstrates commitment to developing voice skills.
- Has a spirit of generosity.

**Orientation and Training**

Standard parish orientation program, orientation to the musical nature/character of the particular choir.

**Participant Group**

Other Choir Members and the assembly.

**Support, Supervision, and Evaluation**

The Choir Director is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to the liturgical experience at the Parish.
- Will develop choral singing ability.
- Good training and experience for those seeking advancement in the field of music.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend orientation session as required.

**Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required (which includes parent/guardian consent).
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Choir Member - Child/

Youth currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Collection Counter Coordinator



### Overview

Under the direction of the Pastor, the Collection Counter Coordinator is responsible for the timely and accurate counting of weekly and special collections for the parish according to the procedures fixed by the Finance Council.

### Activities/Responsibilities

- Maintains contact list of Collection Counters/Team Leaders.
- Ensures any changes in the list of Collection Counters and/or Team Leaders are communicated promptly to the Parish Responsible Ministry Committee.
- May participate as a Collection Counter/Team Leader with all the responsibilities of that ministry position.
- In collaboration with the Pastor, recruits Volunteers to include as Collection Counters/Team Leaders.
- Is responsible for replacement of Collection Counters/Team Leaders in the event of short notice cancellation
- Trains and provides continued support for Collection Counters and Team Leaders.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Registered and in good standing with the Church, Pastor and community.
- Is at least 21 years of age with 2 years' experience as a Collection Counter.
- Is recognized within the parish community as a person of good reputation.
- Able to organize and schedule others.
- Has an aptitude for assessing and evaluating people who are suitable for this ministry.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Possesses good organizational skills.

**Orientation and Training**

Standard parish orientation program and training provided by previous Collection Counter Coordinator and/or Pastor.

**Participant Group**

Collection Counters, Collection Counter Team Leaders

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to the development of the Parish.
- Will further develop leadership skills.
- Good training & experience for those seeking advancement in the fields of Finance & Accounting.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required. Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Collection Counter

Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Collection Counter



### Overview

Under the direction of the Collection Counter Coordinator, the Collection Counter assists in the timely and accurate counting of weekly and special collections for the parish. The team must consist of at least two people. Confidentiality and discretion are imperative to the safety and security of the collection counters, staff and the parish. A Collection Counter maybe asked to act as Team Leader for the group.

### Activities/Responsibilities

- Opens, sorts and counts all weekly collection donations (cash and cheques) according to established procedures.
- Sorts and separates all offerings according to category (offertory, building fund, Share Lent, etc.).
- Records any loose cheques in the collection on a plain piece of paper or on a blank envelope.
- Counts and rolls loose coins.
- Makes every effort to ensure accuracy in the counting and recording donation amount on envelope.
- Completes the bank deposit form.
- Ensures that the deposit is properly secured.
- Returns all forms and equipment to their proper location.
- Advises the team leader or the coordinator if unable to make scheduled counting shift.
- Maintains strict confidentiality concerning all finances, information and matters related to this ministry.
- Team Leaders organize volunteers assigned by the Collection Counter Coordinator.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Collection Counters must be at least 19 years of age; Team Leaders must be at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Accurate counting and recording skills with previous counting experience recommended.
- Has the ability to work with others as a team.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.

### Orientation and Training

Standard parish orientation program and training provided by Collection Counters' Coordinator.

### Participant Group

Other Collection Counters

### Support, Supervision, and Evaluation

The Collection Counters' Coordinator is the first level of support, supervision and evaluation for the Collection Counters and Team Leaders.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will develop collaboration and team working skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Collection Counter currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Coordinator of the Rite of Christian Initiation for Children



### Overview

The process of Christian initiation is intended to draw those who wish into the Church and into the paschal life. For children of Catechetical age (7 and older), the Rite of Christian Initiation of Adults is adapted to suit their age. Under the direction of the Pastor, the Coordinator of Children's Initiation directs all aspects of this process.

### Activities/Responsibilities

- Maintains contact list of all Catechumenal Catechists of Children's Initiation.
- Ensures any changes in the list of Catechumenal Catechists and Sponsors are communicated promptly to the Parish Responsible Ministry Committee.
- Maintains contact information of all those interested and registered for the Rite of Christian Initiation.
- Is responsible for recruiting Catechumenal Catechists.
- Trains, supervises and evaluates Catechumenal Catechists.
- Arranges and sets up location.
- Meets with Catechumenal Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming sessions.
- Ensures Catechists' sessions are parish-approved.
- Is responsible for replacement of Catechumenal Catechists in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is responsible for communication with parents/guardians.
- Announces and oversees registration and interview process.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Prepares calendar, events and Liturgical Rites.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Attends all liturgical celebrations and rites of the Christian Initiation process.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Possesses a thorough understanding of the Rite of Christian Initiation.
- Possesses a solid knowledge of current theology and Catholic tradition.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechumenal Catechist.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of the Christian Initiation of Children.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Has appropriate leadership and facilitation skills.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Ability to facilitate meetings and plan and implement programs.
- Has good organizational skills.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Should be faith-filled, psychologically sound and have the ability to distinguish between faith sharing and teaching truths.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.



**Orientation and Training**

Training and Formation provided by Pastor and/or the Diocese of Victoria. Workshops and Seminars provided by the Office of Religious Education (O.R.E.).

**Participant Group**

Catechumenal Catechists, Sponsors, and children and their families.

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term

**Benefits and Working Conditions**

- Will have a direct impact on the faith formation of children and their families.
- Will further develop leadership, training and facilitation skills.
- Will enhance personal growth of faith.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a General risk position (provided that children are always accompanied by their parent(s)). Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Coordinator of

Children's Initiation currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Custodian/Maintenance Person



### Overview

Under the direction of the Pastor, the Custodian/Maintenance Person oversees the maintenance and cleanliness of the Parish building and grounds. They ensure that the Church building and its surroundings remains a safe environment for the parish staff, parishioners and those that visit the parish.

### Activities/Responsibilities

- Is responsible for holding a copy of parish keys.
- At the request of the Pastor or parish staff, is available for securing and/or unlocking all parish rooms, offices and storage areas.
- Oversees the maintenance and cleanliness of the parish building and its surroundings which includes: parish hall, rectory, parking lot, grounds/gardens, etc.
- Maintains an inventory of all cleaning supplies.
- Ensures proper tools and equipment are in working order and available for use.
- Regularly inspects the parish facilities to assess the maintenance and cleaning requirements and reports all findings to the Building and Maintenance Committee (or the Pastor).
- Recommends to the Building and Maintenance Committee (or the Pastor) the ordering of supplies, and the repair or replacement of equipment and fixtures.
- Is available for training as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is at least 19 years of age.
- Must have sufficient skills and maturity to serve the parish as outlined here.
- Is familiar with the parish building, its surroundings and structures.
- Has extensive maintenance skills in various areas including: landscaping, electrical fixtures, plumbing, construction, etc.
- Has training in and/or knowledge of building codes, legislation, fire regulations, WHMIS and health and safety procedures.
- Is capable of lifting and moving objects as required.
- Must have good organization skills with the ability to multitask under time constraints.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and flexible.
- Is able to remain calm and work effectively in emergency situations.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**Orientation and Training**

Standard Parish orientation program and training provided by Pastor and/or previous Custodian.

**Participant Group**

There is no participant group.

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly impact the safety and overall view of the parish.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required. Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Custodian/Maintenance

Person currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_  
Date

# Extraordinary Minister of Communion Coordinator



## Overview

The Extraordinary Minister of Communion Coordinator, under the direction of the Pastor, coordinates all Extraordinary Ministers of Communion.

## Activities/Responsibilities

- Maintains a current contact list of Extraordinary Ministers of Communion.
- Ensures any changes in the list of Extraordinary Ministers of Communion are communicated promptly to the Parish Responsible Ministry Committee.
- Participates as an Extraordinary Minister of Communion with all the responsibilities of that ministry position.
- Is responsible for recruiting, training and scheduling all Extraordinary Ministers of Communion.
- May be responsible for contacting hospitals, institutions or parishioners in order to have communion brought to those who cannot attend the Liturgy.
- Is responsible for replacement of Extraordinary Ministers of Communion in the event of short notice cancellation.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Collaborates with the Pastor and with other members of the pastoral team, integrating his/her own area of responsibility with the overall liturgical experience of the parish.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Is at least 21 years of age and duly prepared for this role.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has an ability to relate and communicate effectively with others.
- Has time and flexibility to attend various masses in order to develop support with Ministers of Communion.
- Has solid theoretical and practical knowledge of the Liturgy, Eucharistic theology and ritual.

- Has appropriate leadership and organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is open and sensitive to the diversity of persons involved in this ministry.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

### **Orientation and Training**

Standard parish orientation program and training provided by previous Coordinator or Pastor.

### **Participant Group**

Extraordinary Ministers of Communion, the assembly and all those wanting to receive Communion.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term

### **Benefits and Working Conditions**

- Will directly impact the liturgical experience at the parish and of the parish community at large.
- Will further develop leadership and organizational skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Extraordinary Minister of Communion Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Extraordinary Minister of Communion to Homes/Institutions



### Overview

The purpose of this ministry is to bring Holy Communion to parishioners who are unable to attend regular liturgy. This ministry provides the homebound and institutionalized with a sense of community and belonging.

### Activities/Responsibilities

- Ensures adequate amount of Holy Eucharist is received in the pyx during liturgy and/or from the tabernacle.
- Contacts the parishioners to arrange a convenient time and date for the visit.
- Prepares all necessary items such as prayer cards, pyx, Holy Eucharist, etc. prior to the visit.
- Prayerfully meditates in preparation for a meaningful visit.
- Ensures the parishioner(s) is/are prepared and ready to receive the Eucharist and pays particular attention to their special needs.
- Conducts a brief prayer service with each parishioner and distributes Holy Eucharist to them.
- Ensures all is well with the parishioner before departing.
- Returns the pyx and other supplies to the allocated place at the parish.
- Actively seeks information from the Coordinator regarding new homebound and institutionalized parishioners and their special needs.
- Must always work in pairs or in a group.
- Checks the schedules and special assignments prepared for Extraordinary Minister of Communion to Homes/Institutions and notifies the Coordinator in case of scheduling conflict.
- Brings to the attention of the Coordinator any matters related to changes in health and/or spiritual needs of the homebound and/or institutionalized.
- Observes confidentiality with private matters of those who are visited.
- Has necessary transportation to homebound and institutionalized parishioners.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Is at least 19 years of age.
- Exhibits a love for the Eucharist and participates fully as a member of the liturgical assembly.
- Is a good listener and respectful to others.
- Is recognized within the parish community as a person of good reputation.
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound and institutionalized.
- Has participated in the training process that reflects on the mystery of the Eucharist and theology of Liturgy.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is committed to prayer, gospel values and growth in personal holiness.
- Is at ease with social encounters, and can look people in the eye.
- Understands the sacredness of the Eucharistic encounter, giving this moment the time and presence it deserves.
- Is enthusiastic and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

### **Orientation and Training**

Standard parish orientation program and commissioning provided by the Pastor during mass. Training provided by experienced Extraordinary or Ordinary Ministers of Communion.

### **Participant Group**

Parishioners who are homebound and/or institutionalized.

### **Support, Supervision, and Evaluation**

The Extraordinary Minister of Communion Coordinator is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will impact the spiritual well-being of the homebound and/or institutionalized.
- Will perform community service and gain experience.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Will be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.
- Must be able to attend the orientation session and training sessions as required.



### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required. Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Extraordinary Minister of Communion to Homes/Institutions currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Extraordinary Minister of Communion



### Overview

Extraordinary Ministers of Communion serve the Eucharistic life of the community. They are acknowledged by the bishop at the request of the Pastor to assist the celebrant and other Ordinary Ministers during liturgy in sharing the Eucharistic body and blood of Christ. They are commissioned by the Pastor or his delegate. The commissioning should take place in the presence of the community during mass.

### Activities/Responsibilities

- During the Liturgy helps the Ordinary Ministers of Communion share the Eucharist.
- May assist with the division of the sacrament among the extra cups and plates needed for the Communion Rite as well as reserving what remains in the Tabernacle and cleansing the vessels after the Rite.
- Attempts to make eye contact by holding the host or cup at a level that allows the Minister to look just above or around it, saying only "The body (blood) of Christ."
- For those wishing to receive only a blessing, this is done by laying a hand on their head and saying "May God bless you".
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly modeling good liturgical participation.
- Is faithful to the schedule and arrives on time for the Liturgy as arranged by the Ministry Coordinator.
- Is responsible for advising the Ministry Coordinator in the event of short notice cancellation.
- Is helpful in assuring that all the parish community's liturgical assemblies are adequately served with this ministry.
- Participates in rehearsals of ceremonial procedures in the parish community.
- Is available to clean the vessels as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Is at least 16 years of age and has been duly prepared for this role.
- Is recognized within the parish community as a person of good reputation and love for the Eucharist.
- Participates fully as a member of the liturgical assembly.
- Has participated in a training process that reflects on the mystery of the Eucharist and theology of Liturgy.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is committed to prayer, gospel values and growth in personal holiness.
- Is at ease with one-to-one social encounters, and can look people in the eye.
- Understands the sacredness of the Eucharistic encounter, giving this moment the time and presence it deserves.
- Is willing to develop skills of gracious movement and a consciousness of body language.
- Is enthusiastic and has good relational skills.

### **Orientation and Training**

Standard parish orientation program and commissioning provided by the Pastor during mass. Training provided by experienced Extraordinary or Ordinary Ministers of Communion.

### **Participant Group**

The assembly.

### **Support, Supervision, and Evaluation**

The Extraordinary Minister of Communion Coordinator is the first level of support, supervision and evaluation. The parish priest and/or his delegate(s) also exercise this role.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly impact the liturgical experience at the parish.
- Will enhance personal spiritual growth.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required. Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Extraordinary Minister of Communion currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Lay Pastoral Visitor



### Overview

Lay Pastoral Visitor makes regularly scheduled visits to assigned housebound parishioners. Lay Pastoral Visitors are commissioned Extraordinary Ministers of Communion who have participated in the Lay Pastoral Visitor's Training Program and are mandated by their Pastor.

### Activities/Responsibilities

- Visits persons at the request of the Pastor and/or Lay Pastoral Visitor Coordinator.
- Must always work in pairs or in a group.
- Contacts the parishioners to arrange a convenient time and date for the visit.
- Checks the schedules and is sure to notify the Coordinator in case of scheduling conflict.
- Actively seeks information from the Coordinator regarding new homebound and institutionalized parishioners and their special needs.
- Ensures adequate amount of Holy Eucharist is received in the pyx during liturgy and/or from the tabernacle.
- Prepares all necessary items such as prayer cards, pyx, Holy Eucharist, etc. prior to the visit.
- Prayerfully meditates in preparation for a meaningful visit.
- Ensures the parishioner(s) is/are prepared and ready to receive the Eucharist and pays particular attention to their special needs.
- At the comfort level of the person may conduct a brief prayer service with each parishioner and distributes Holy Eucharist to them.
- Reminds the person that the parish cares about them and gives them a sense of belonging in the community.
- At the comfort level of the person, the Lay Pastoral Visitor engages in conversation regarding personal and family information as well as current topics in the news.
- Ensures all is well with the person before departing.
- Has necessary transportation for visits.
- Brings to the attention of the Coordinator any matters related to changes in health and/or spiritual needs of the person(s) being visited.
- Observes confidentiality with private matters of those who are visited.
- Must keep a record of all visits (including dates and times) to be given to Lay Pastoral Visitor Coordinator.
- Returns the pyx and other supplies to the allocated place at the parish.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Is a skilled and compassionate listener and shows respect to others.
- Has a clear understanding of the nonjudgmental role of the Lay Pastoral Visitor.
- Can relate effectively and communicate clearly with others
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has participated in a training process that reflects on the Eucharist and Liturgy.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Non-judgmental attitude toward housebound parishioners.
- Honest, dependable and can maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable in the presence of sadness and tears.
- Is comfortable dealing with elderly, infirm, or disabled people.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program.

Participation in a Lay Pastoral Visitor's Training Program as well as on-site training with more experienced Lay Pastoral Visitors or the Lay Pastoral Visitor's Coordinator.

### **Participant Group**

Housebound parishioners.

## Support, Supervision, and Evaluation

The Lay Pastoral Visitor's Coordinator is the first level of support, supervision and evaluation.

## Length of Ministry Appointment

\_\_\_\_\_ year term.

## Benefits and Working Conditions

- Will directly contribute to the social well-being of the parish community.
- Will further develop pastoral care and relational skills.
- Will impact the spiritual well-being of the homebound and/or institutionalized.
- Will perform community service and gain experience for the purpose of school or career advancement.
- Will be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

## Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Lay Pastoral Visitor currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Lay Pastoral Visitors' Coordinator



### Overview

Under the direction of the Pastor, the Lay Pastoral Visitor's Coordinator is responsible for organizing and training the Lay Pastoral Visitors and ensuring that they make regularly scheduled visits. The Coordinator introduces and follows up on a regular basis with both the Lay Pastoral Visitor and the housebound to ensure that the arrangement works satisfactorily. The Coordinator must be available to the Lay Pastoral Visitors when needed and must keep the Pastor informed regularly.

### Activities/Responsibilities

- Maintains a current contact list of Lay Pastoral Visitors.
- Maintains current records of the housebound in the parish that have requested visits including contact information, special needs, emergency contact, and any other relevant information.
- Ensures any changes in the list of Lay Pastoral Visitors are communicated promptly to the Parish Responsible Ministry Committee.
- Contacts the parishioners to arrange a convenient time and date for the visit once the Pastor has given this information to the Coordinator.
- Provides training and orientation for new Lay Pastoral Visitors to familiarize them with the requirements of the position.
- Provides necessary information to the Lay Pastoral Visitors regarding new homebound and institutionalized parishioners and their special needs.
- Is available to receive any information that arises related to changes in health and/or spiritual needs of the person(s) being visited.
- Observes confidentiality with private matters of those who are visited.
- Is available to collect records of all visits (including dates and times).
- Meets occasionally with the Lay Pastoral Visitors for support, supervision and on-going training.
- Meets occasionally with the Pastor to review the Program.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age and duly prepared for this role.
- Is recognized within the parish community as a person of good reputation.
- Has been registered with the parish for at least 2 years.
- Has been a Lay Pastoral Visitor for at least 2 years.
- Has a clear understanding of the non-judgmental role of the Lay Pastoral Visitor.
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has an ability to relate and communicate effectively with others.
- Has solid theoretical and practical knowledge of the Eucharist and the theology of pastoral care.
- Has appropriate leadership and organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Non-judgmental attitude toward housebound parishioners.
- Honest, dependable and can maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable dealing with elderly, infirm, or disabled people.
- Is friendly, patient and has good relational skills.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program.

On-site training from previous Lay Pastoral Visitors Coordinator.

### **Participant Group**

Lay Pastoral Visitors and the housebound parishioners.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

## Benefits and Working Conditions

- Will directly contribute to the social well-being of the parish community.
- Will further develop organizational and leadership skills.
- Will impact the spiritual well-being of the homebound and/or institutionalized.
- Will perform community service and gain experience.
- May be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session, training sessions and regular meetings as required.

## Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required. Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Lay Pastoral Visitors'

Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Lector



### Overview

The Lector serves the liturgical assembly by proclaiming Sacred Scripture during the Liturgy of the Word. The competent exercise of this role enables the Church to hear the Word of God more clearly and receive it more readily.

### Activities/Responsibilities

- Prepares for her/his role by rehearsing, praying over and coming to understand the biblical text assigned her/him for a particular liturgical celebration.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Proclaims the biblical text with clarity, conviction, dignity and understanding.
- Expresses reverence and decorum in carrying out this and other aspects of her/his role according to the general liturgical norms (procession, handling of the Lectionary, etc.).
- Is faithful to the schedule of assignments and helpful in assuring that all the parish community's liturgical assemblies are adequately served with this ministry.
- Participates in rehearsals of ceremonial procedures in the parish community.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church who has been duly prepared and appropriately commissioned for this role.
- Is at least 16 years of age.
- Must have sufficient skills and maturity to serve the liturgical assembly as outlined here.
- Is devoted to and understands the importance of the liturgical celebrations of the Church community.
- Has the natural and spiritual ability to speak the biblical Word intelligibly and comfortably in the midst of the assembly.
- Has an understanding of the structure of the Lectionary for Liturgy.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Possesses a love for the Bible and an aptitude to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflections.
- Committed to prayer, gospel values and growth in personal holiness.
- Has enthusiasm, a positive attitude and good public speaking skills.
- Has a spirit of generosity.
- Is open to vocal coaching as required (use of microphone, volume, pacing, posture, etc.).

### **Orientation and Training**

Standard parish orientation program and has participated in a training process on reflecting on the theology of the Liturgy of the Word as found in the Lectionary.

### **Participant Group**

The Assembly

### **Support, Supervision, and Evaluation**

The Lector's Coordinator or \_\_\_\_\_ is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly impact the liturgical experience at the parish.
- Will further develop public speaking skills.
- Will develop deeper appreciation for Sacred Scripture.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Lector currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Lectors' Coordinator



### Overview

The Lectors' Coordinator supervises, manages, trains and schedules all lectors for all liturgical celebrations.

### Activities/Responsibilities

- Maintains a contact list of Lectors.
- Ensures any changes in the list of Lectors are communicated promptly to the Parish Responsible Ministry Committee.
- Arranges scheduling for lectors for all liturgical celebrations.
- Is available on an ongoing basis to offer support, suggestions and feedback on any questions or concerns lectors may have.
- Assists in the recruitment of Lector candidates.
- Designs and implements an effective training process that includes: reflection on the theology of the Liturgy of the Word, examination of the structure of the Lectionary for Liturgy, rehearsal of ceremonial procedures, and vocal coaching with respect to use of microphone, volume, pacing, posture, etc.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Is available for meetings and training on both the Parish and diocesan levels.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church who has been duly prepared and appropriately commissioned for this role.
- Is at least 19 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate experience as a Lector.
- Has a developed appreciation for the theology of the Liturgy of the Word and the duties of Lectors.

- Is devoted to and understands the importance of the liturgical celebrations of the Church community.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Possesses a love for the Bible and an aptitude to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflections.
- Committed to prayer, gospel values and growth in personal holiness.
- Has enthusiasm, a positive attitude and good public speaking skills.
- Has a spirit of generosity.

### **Orientation and Training**

Standard parish orientation program.

### **Participant Group**

Lectors

### **Support, Supervision, and Evaluation**

The Pastor and/or his delegate(s) is/are the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly impact the liturgical experience at the parish.
- Will further develop leadership, training and facilitation skills.
- Will develop deeper appreciation for Sacred Scripture.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Lector's Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date



# Liturgical Environment Planner



## Overview

Under the direction of the Pastor, the Liturgical Environment Planner prepares for Liturgical celebrations at the parish. The beauty, quality and appropriateness of the space where the Liturgy is celebrated are crucial for full participation by the assembly.

## Activities/Responsibilities

- Ensures that the appropriate vessels, vestments and articles are prepared while keeping in mind the primary visual and tangible aspects of the celebration of Sacred Rites.
- Plans the visual layout in order to enhance the Liturgical celebration (i.e., flowers, banners, seasonal, ornamentation, etc.).
- Ensures that the general Liturgical environment (arrangement of space, furnishings, lighting, permanent decorations, etc.) corresponds to the aesthetic and ritual vision of the parish.
- Is available to assist as required in preparing the space for Liturgical celebrations and Sacred Rites.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Is available for meetings and training on both the Parish and diocesan levels.

Please Note: The Activities/Responsibilities listed above may also apply to those ministers that are Sacristans, Altar Society Members, Altar Guild Members, and/or Altar Linen Members. Please provide the name of the ministry that corresponds to your parish on the line at the top of this page.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is recognized within the parish community as a person of good reputation.
- Possesses aesthetic skills appropriate to this work (e.g., regarding use of space, colour, light, textures, and form).
- Is able to discern the aesthetic/artistic implications of the Liturgical Rites and how they may be implemented in the space.
- Is sensitive to the use of the church for the parish community's Liturgical celebrations as well as for private prayer and reflection.
- Is familiar with Diocesan guidelines for environment and visual art in the Liturgy as well as the specific requirements for the Sacred Rites.
- Is familiar with the ritual and theological implications and meanings of the seasons and feasts in the Liturgical Calendar.
- Has good organizational skills.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others and has good leadership skills.
- Has the ability to work independently or as part of a team.
- Has a respectful attitude concerning appropriate preservation of the parish's religious art and architecture.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard Parish orientation program.

### **Participant Group**

There is no participant group. There will be collaboration with the Pastoral Team.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly impact the liturgical experience at the parish.
- Will enhance personal growth of faith and better understanding of parish Liturgy.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Will have access to the necessary Liturgical vessels, vestments, articles, furnishings and ornaments, etc.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a General risk position (provided the Liturgical Environment Planner does not have a key and/or private access to parish property).
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Liturgical Environment Planner currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Liturgical Hospitality – Greeters/Ushers



### Overview

Under the direction of the Liturgical Hospitality Coordinator, the Liturgical Hospitality Greeters & Ushers serve the Liturgy by helping to establish a climate of welcome, helpfulness and order among those gathered. They assist the assembly with practical details so that the Liturgy and Sacred Rites can be celebrated with ease and grace.

### Activities/Responsibilities

- Ensures that the Church is presentable and welcoming.
- Arrives early with appropriate attire and nametag.
- Welcomes parishioners as they arrive, being attentive to newcomers, children, the elderly and those with special needs.
- Offers information or assistance regarding the parish, the Liturgy, the facilities, parish registration procedures, location of restrooms, special events and seating arrangements.
- Helps the assembly by handing out hymnals, receiving collections and seating late arrivals and persons with disabilities.
- Ensures that a family/group has been designated to present gifts.
- Responds appropriately to particular needs or emergencies within the assembly.
- Assists in the movement of the assembly during Holy Communion.
- Carries the collection up when gifts are being presented.
- Assists with the departure of the assembly.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.  
Other specifics:

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### Skills, Experience, and Qualifications

- Registered and in good standing with the Church, Pastor and community.
- Is at least 19 years of age.
- Is recognized within the parish community as a person of good reputation.
- Has the ability to work with others as a team.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and non-threatening attitude when working with people.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

### Orientation and Training

Standard parish orientation program and training provided by the Liturgical Hospitality Coordinator.

### Participant Group

Other Liturgical Hospitality Greeters & Ushers, the parish community.

### Support, Supervision, and Evaluation

The Liturgical Hospitality Coordinator is the first level of support, supervision and evaluation.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will develop collaboration and team-working skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.

This ministry position description accurately reflects the Ministry of Liturgical Hospitality - Greeters/Ushers currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Liturgical Hospitality Coordinator



### Overview

Under the direction of the Pastor, the Liturgical Hospitality Coordinator supports the Liturgical Hospitality volunteers in serving the liturgical life of the parish.

### Activities/Responsibilities

- Be an active Liturgical Hospitality volunteer.
- Maintains a contact list of Liturgical Hospitality volunteers (includes Ushers & Greeters, Liturgical Environment Planners, etc.).
- Ensures any changes in the list of Liturgical Hospitality volunteers are communicated promptly to the Parish Responsible Ministry Committee.
- Arranges scheduling for Ushers & Greeters for all liturgical celebrations.
- Is responsible for recruiting Liturgical Hospitality volunteers.
- Trains and supervises Liturgical Hospitality volunteers.
- Attends Liturgical Committee meetings as needed.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Responds appropriately to particular needs or emergencies within the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.
- Attends meetings of Ministry Coordinators as requested by Pastoral Council.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing with the Church, Pastor and community.
- Is at least 21 years of age.
- Has a minimum of 1 year experience as a Minister of Liturgical Hospitality.
- Is recognized within the parish community as a person of good reputation.
- Has the ability to work with others as a team.
- Has good organizational skills.
- Is skilled in group process, interpersonal communication and collaboration.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and non-threatening attitude when working with people.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Pays close attention to detail.
- Has a spirit of generosity.

### Orientation and Training

Standard parish orientation program and training provided by the previous Liturgical Hospitality Coordinator.

### Participant Group

Liturgical Hospitality volunteers, the parish community.

### Support, Supervision, and Evaluation

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will have a direct impact on the liturgical experience at the parish.
- Will further develop social and hospitality skills.
- Will further develop leadership and organizational skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Liturgical Hospitality

Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Marriage Preparation Coordinator



### Overview

Under the direction of the Pastor, the Marriage Preparation Coordinator makes all necessary arrangements including the organization of course material, speakers, presentations, and registration of engaged couples. The Coordinator plans and supervises the Marriage Preparation courses.

### Activities/Responsibilities

- Maintains contact list of Marriage Preparation Facilitators and engaged couples wanting to participate in the Marriage Preparation course.
- Ensures any changes in the list of Marriage Preparation Facilitators are communicated promptly to the Parish Responsible Ministry Committee.
- Maintains accurate registration records of all engaged couples participating in the Marriage Preparation course.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the engaged couples.
- Plans course dates, location and curriculum in communication with the Pastor.
- Selects and advises the Marriage Preparation Facilitators.
- Meets occasionally with the Pastor to review the Program.
- Is available for meetings and training at both parish and diocesan levels as required.
- Keeps an inventory of items and ensures that necessary materials are available to Facilitators.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church and in good standing.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Should have past experience as a Marriage Preparation Facilitator.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.



- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Appropriate training and formation provided by Pastor and/or the Diocese of Victoria.

### **Participant Group**

Engaged couples who are considering the Sacrament of Marriage and Marriage Preparation Facilitators.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the spiritual development of the engaged couples within the parish.
- Will further develop leadership and organizational skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend all regular meetings and special events as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Marriage Preparation Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

# Marriage Preparation Facilitator



## Overview

The Marriage Preparation Facilitator provides instruction to engaged couples as they prepare for the Sacrament of Marriage.

## Activities/Responsibilities

- Has a contact list of engaged couples that are registered.
- Plans and delivers course material in an informative manner, i.e., overheads, videos, handouts, displays, group discussions, couples' activities and prayer.
- Must co-facilitate group sessions with spouse if appropriate.
- Creates a welcoming environment for all participants.
- Encourages couples to openly and honestly share their goals as they journey together toward marriage.
- Communicates with the Marriage Preparation Coordinator on a regular basis.
- Is available for meetings and training at both parish and diocesan levels as required.
- Is present for all sessions and special gatherings.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church and in good standing.
- Has been registered with the parish for at least 2 years.
- Should be in a sacramental marriage for at least the past 5 years.
- Is recognized within the parish community as a person of good reputation.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Must be willing to share openly, together with their spouse, about own experience of marriage.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Should be confident in their own marriage and positive about the covenant of marriage.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### Orientation and Training

Appropriate training and formation provided by Pastor and/or the Diocese of Victoria.

### Participant Group

Engaged couples enrolled in Marriage Preparation classes.

### Support, Supervision, and Evaluation

The Marriage Preparation Coordinator is the first level of support, supervision and evaluation.

### Length of Ministry Appointment

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will directly contribute to the spiritual development of the engaged couples within the parish.
- Will further develop leadership, presentation and organizational skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend all sessions and meetings as required.

### Screening Recommendations

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Marriage Preparation

Facilitator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Parish Finance Council Member



### Overview

The Parish Finance Council is a consultative body of laypersons established to advise the Pastor in matters pertaining to the financial affairs of the parish.

### Activities/Responsibilities

- Ensures that an annual budget is properly prepared for review by the Pastor and the Finance Council.
- Ensures that the parish accounting conforms to Diocesan requirements.
- Ensures that counting and recording of collections follow Diocesan procedures.
- Reviews, approves, and compares to budget, the semi-annual Financial Report that is submitted to the Diocese.
- Ensures the timely and accurate completion of the “Parish Finance Council Annual Report to the Diocese” each year.
- Prepares, publishes and presents an annual financial statement and report for the parish community.
- Encourages support of Diocesan fundraising projects as well as parish campaigns.
- Evaluates and makes recommendations regarding fundraising and reviews the offertory regularly in relation to the budget.
- Regularly inspects church property
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Parish Finance Councils should meet six times each year. The agenda should be set by the Pastor in consultation with the Vice-Chair.
- Observes discretion in the confidential matters arising from Parish Finance Council business.
- The Pastor is ex-officio Chair of the Parish Finance Council and appoints one of the lay members as Vice-Chair.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is registered and in good standing with the Church, Pastor and community.
- Has an understanding of and commitment to the church as expressed in the documents of the Second Vatican Council.
- Should have skills in finance and property.
- Additional skills that would assist the Parish Finance Council are experience in legal matters and personnel administration.
- Members of the Parish Finance Council may not be related to the Pastor.
- Is willing to participate in ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Needs to be flexible and have good relational skills.
- Has a good sense of humour and a spirit of generosity.

### **Orientation and Training**

Standard parish orientation program.

### **Participant Group**

Other Parish Finance Council Members.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation. The Vice Chairperson of the Parish Finance Council may also assist the Pastor in providing support, supervision and evaluation.

### **Length of Ministry Appointment**

One to three years with the ability to renew. The maximum term, including renewals, should not exceed six years.

### **Benefits and Working Conditions**

- Will have a direct impact on the financial management of the parish.
- Will develop group and team working skills.
- This is a volunteer position requiring 6 meetings each year.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Parish Finance Council

Member currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Parish Finance Council Vice-Chairperson



### Overview

The Parish Finance council is a consultative body of laypersons established to advise the Pastor in matters pertaining to the financial affairs of the parish.

### Activities/Responsibilities

- The Pastor is ex-officio Chair of the Parish Finance Council and appoints one of the lay members as Vice-Chair
- Is responsible for assisting in setting the agenda for meetings and working with the Pastor in the implementation of actions or proposals agreed to by the Parish Finance Council.
- The Vice-Chair could be the spokesperson for the Finance Council in its reports to the parish community.
- Maintains contact list of Parish Finance Council Members.
- Ensures any change to the list of Parish Finance Council Members is communicated promptly to the Parish Volunteer Screening Committee.
- Ensures that an annual budget is properly prepared for reviewed by the Pastor and the Finance council.
- Ensures that the parish accounting conforms to Diocesan requirements.
- Ensures that counting and recording of collections follow Diocesan procedures.
- Reviews, approves, and compares to budget, the semi-annual Financial Report that is submitted to the Diocese.
- Ensures the timely and accurate completion of the "Parish Finance Council Annual Report to the Diocese" each year.
- Prepares, publishes and presents an annual financial statement and report for the parish community.
- Encourages support of Diocesan fundraising projects as well as parish campaigns.
- Evaluates and makes recommendations regarding fundraising and reviews the offertory regularly in relation to the budget.
- Regularly inspects church property
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Parish Finance Councils should meet six times each year. The agenda should be set by the Pastor in consultation with the Vice-Chair.
- Observes discretion in the confidential matters arising from Parish Finance Council business.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is registered and in good standing with the Church, Pastor and community.
- Must be at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Should have skills in finance and property.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Additional skills that would assist the Parish Finance Council are experience in legal matters and personnel administration.
- Members of the Parish Finance Council may not be related to the Pastor.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.

### **Orientation and Training**

Standard parish orientation program and training provided by previous Parish Finance Council Vice-Chairperson and/or Pastor.

### **Participant Group**

Parish Finance Council Members.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

One to three years with the ability to renew. The maximum term, including renewals, should not exceed six years.

### **Benefits and Working Conditions**

- Will have a direct impact on the financial management of the parish.
- Good training & experience for those seeking advancement in the fields of Finance & Accounting.
- This is a volunteer position requiring 6 meetings each year.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Parish Finance Council  
Vice-Chairperson currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Parish Pastoral Council Chairperson



### Overview

A Parish Pastoral Council is a consultative body which works with the Pastor regarding all matters pertaining to the pastoral life of the parish. The Pastoral Council involves priests and people in common study and resolution of the pastoral needs of the parish in order to facilitate pastoral planning for the parish, in accord with the universal and particular law of the Church. The Parish Pastoral Council Chairperson provides leadership and organization of the Parish Pastoral Council.

### Activities/Responsibilities

- Is responsible for scheduling meetings, preparing the agenda in consultation with the Pastor, and chairing the meetings.
- Maintains a list of current Parish Pastoral Council Members
- Ensures that any change to the list of Parish Pastoral Council Members is communicated promptly to the Parish Volunteer Screening Committee.
- Collaborates with the Pastor in developing and reviewing the pastoral plan of the parish.
- Has an ongoing and open dialogue with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community.
- Is acquainted with the documents of the Church that help to understand the vision of the Church and the nature of parish.
- Assists parish ministries in the implementation of the pastoral plan of the parish.
- Chairs the activities of the Parish Pastoral Council and its subcommittees.
- Communicates and collaborates with the various Ministry Coordinators.
- The Chairperson, if unavailable to chair a Pastoral Council meeting, is responsible for notifying the Pastor, who will assign another member to chair that meeting.
- Observes discretion in the confidential matters arising from Parish Pastoral Council.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## **Skills, Experience, and Qualifications**

- Is registered and in good standing with the Church, Pastor and community.
- Must be at least 21 years of age.
- Must have at least 2 years of experience as a Parish Pastoral Council Member
- Is recognized within the parish community as a person of good reputation.
- Has an understanding of and commitment to the Church as expressed in the teachings of the Church.
- Should have leadership, organizational and decision-making skills.
- Has an understanding of the distinctive characteristics of the parish, its ministries and its people.
- Should have spiritual and temporal skills necessary to discern the needs of the parish and provide the appropriate services to realize those needs.
- Should be skilled in collaboration, interpersonal communication and group process.
- Additional skills that would be an asset are studies in Theology especially the theology of the Church, church history, ministry formation, etc.
- Is willing to participate in ongoing formation.

## **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to listen and to articulate what one has heard.
- Needs to be flexible and have good relational skills.
- Desires spiritual growth and has an openness to prayer and reflection.
- Has the ability to motivate and encourage others.

## **Orientation and Training**

Standard parish orientation program and familiarity with Diocese of Victoria legislation and any constitution or by-laws at the parish.

## **Participant Group**

Parishioners, Parish Pastoral Council Members and all those involved in parish ministry.

## **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

## **Length of Ministry Appointment**

\_\_\_\_\_ year term.

## **Benefits and Working Conditions**

- Will have a direct impact on the spiritual decisions made in the parish.
- Will further develop leadership and organizational skills.
- Will further develop own spiritual growth.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.

### Screening Recommendations

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Parish Pastoral Council  
Chairperson currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Parish Pastoral Council Member



### Overview

A Parish Pastoral Council is a consultative body which works with the Pastor regarding all matters pertaining to the pastoral life of the parish. The Pastoral Council involves priests and people in common study and resolution of the pastoral needs of the parish in order to facilitate pastoral planning for the parish, in accord with the universal and particular law of the Church.

### Activities/Responsibilities

- Collaborates with the Pastor in developing and reviewing the pastoral plan of the parish.
- Has an ongoing and open dialog with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community.
- Is acquainted with the documents of the Church that help to understand the vision of the Church and the nature of parish.
- Assists parish ministries in the implementation of the pastoral plan of the parish.
- Is available for meetings as required.
- Observes discretion in the confidential matters arising from Parish Pastoral Council.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Must be at least 18 years of age.
- Has an understanding of and commitment to the church as expressed in the teachings of the Church.
- Has an understanding of the distinctive characteristics of the parish, its ministries and its people.
- Is recognized within the parish community as a person of good reputation.
- Should be skilled in collaboration, interpersonal communication and group process.
- Additional skills that would be an asset are studies in Theology especially the theology of the Church, church history, ministry formation, etc.
- Is willing to participate in ongoing formation.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to listen and to articulate what one has heard.

- Needs to be flexible and have good relational skills.
- Desires spiritual growth and has an openness to prayer and reflection.

### **Orientation and Training**

Standard parish orientation program and familiarity with Diocese of Victoria legislation and any constitution or by-laws at the parish.

### **Participant Group**

Parishioners, other Parish Pastoral Council Members and all those involved in parish ministry.

### **Support, Supervision, and Evaluation**

The Parish Pastoral Council Chairperson and/or Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will have a direct impact on the spiritual decisions made in the parish.
- Will further develop own spiritual growth.
- Will develop group and team working skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Parish Pastoral Council

Member currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Parish Responsible Ministry Committee Member



### Overview

The Parish Responsible Ministry Committee screens parish volunteers and ensures that all reports and documents are given to the Parish Responsible Ministry Coordinator.

### Activities/Responsibilities

- Determines the level of risk of the ministry positions in the Parish
- Works with the leaders of each specific Parish Ministry to develop ministry descriptions using resources provided by the Responsible Ministry Advisory Committee.
- Screens all parishioners who are engaged in general and high-risk ministry positions by using the appropriate screening procedures
- Works with the Parish Responsible Ministry Coordinator
- Uses the 10 Safe Steps for screening all parishioners in volunteer positions at the Parish
- Attends the necessary learning session(s) to become knowledgeable of Parish Responsible Ministry Program procedures and learns the skills of efficient and effective screening.
- Regularly reports to the Pastor/Pastoral Team and the Responsible Ministry Advisory Committee at the Diocesan Pastoral Centre.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is a good listener, effective communicator, and has good organizational skills
- Must have the ability to keep information strictly confidential.
- Has experience in Parish Ministry as a volunteer.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to collaborate well with others and enjoys teamwork.
- Responsible, flexible, reliable, trustworthy
- Is able to work well with others on confidential and sensitive issues.
- Is well respected within the community



**Orientation and Training**

Must attend learning session(s) facilitated by the Responsible Ministry Advisory Committee at the Diocesan Pastoral Centre.

**Participant Group**

Parishioners engaged in ministry within the Parish community and other Parish Responsible Ministry Committee Members

**Support, Supervision, and Evaluation**

- The Parish Responsible Ministry Committee and each of its individual members are directly responsible to the Pastor.
- The Pastor/Pastoral Team is the first level of support, supervision and evaluation.
- The Responsible Ministry Advisory Committee is available for consultation and will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Responsible Ministry Program.

**Length of Ministry Appointment**

Two-year term

**Benefits and Working Conditions**

- Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Diocese of Victoria.
- Will develop leadership and facilitation skills.
- Will acquire specialized screening knowledge.
- Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources.
- This is a volunteer position which requires a time commitment of two evenings per month.
- Must be able to attend the orientation session and learning session(s) offered in the evening or on Saturdays.

**Screening Measures**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- An interview and personal reference checks will be conducted by the Pastor.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Parish Responsible  
Ministry Committee Member currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Parish Responsible Ministry Coordinator



### Overview

Coordinate the Parish Responsible Ministry Program at the Parish with the Pastor, the Parish Responsible Ministry Committee, the leaders of each specific parish ministry and the Responsible Ministry Advisory Committee at the Diocese of Victoria. The Parish Responsible Ministry Coordinator ensures the appropriate management of all screening documentation.

### Activities/Responsibilities

- Participates as a member of the Parish Responsible Ministry Committee with all the responsibilities of that ministry position.
- Liaises with the Parish Responsible Ministry Committee and the Coordinators of each specific parish ministry regarding the collection of screening documentation for all volunteers.
- Provides progress reports to the Pastor and to the Responsible Ministry Advisory Committee at the Diocese of Victoria.
- Assists the Parish Responsible Ministry Committee in the carrying out of their responsibilities.
- Ensures the appropriate screening documentation of all volunteers in general and high-risk ministry positions.
- Links between the Parish and the Responsible Ministry Advisory Committee regarding progress reports, program management and support.
- Manages and secures all Parish Responsible Ministry files.
- Attends learning session(s) facilitated by the Responsible Ministry Advisory Committee at the Diocese of Victoria for information regarding the administrative functions of this position.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is a good listener, effective communicator, and has good organizational skills.

- Has good leadership and facilitation skills.
- Must have the ability to keep information strictly confidential.
- Experience in Parish Ministry as a volunteer.
- Appointment to this ministry by the Pastor.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Responsible, flexible, reliable, trustworthy
- Is able to work well with others on confidential and sensitive issues.
- Is well respected within the community

### **Orientation and Training**

Must attend learning session(s) facilitated by the Diocese of Victoria. Sessions will be held in a variety of areas around the Diocese.

### **Participant Group**

Parish Responsible Ministry Committee Members, Ministry Coordinators, parishioners engaged in ministry within the Parish community.

### **Support, Supervision, and Evaluation**

- The Parish Responsible Ministry Coordinator is directly responsible to the Pastor.
- The Pastor/ Pastoral Team is the first level of support, supervision and evaluation.
- The Responsible Ministry Advisory Committee is available for consultation and will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Responsible Ministry Program

### **Length of Ministry Appointment**

Two-year term

### **Benefits and Working Conditions**

- This position may be filled by either a parish volunteer or a paid staff person requiring a time commitment of two evenings per month.
- Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Diocese of Victoria.
- Will further develop leadership and organizational skills.
- Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources.
- Must be able to attend the orientation session and learning sessions offered in the evening or on Saturdays.

## Screening Measures

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- An interview and personal reference checks will be conducted by the Pastor. A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations. Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Parish Responsible

Ministry Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Prayer Group Coordinator



### Overview

Under the direction of the Pastor, the Prayer Group Coordinator oversees and supports the Prayer Group. The Prayer Group gathers on an ongoing basis to pray, reflect, read scripture and share personal experiences.

### Activities/Responsibilities

- Maintains contact list of Prayer Group members and those interested in joining.
- Plans, develops and initiates prayer group gatherings by scheduling presenters, clergy and religious and other guests.
- Coordinates and supports other Prayer Group related activities.
- Develops and promotes special Prayer Group events within the parish.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the participant.
- Encourages participants to actively participate in prayer group gatherings.
- Liaises with the Catholic Charismatic Renewal Counsel (CCRC) for ongoing support and direction.
- Ensures that appropriate materials are available for the program and to communicate the purchase of required resources to the Pastor.
- Observes confidentiality with private matters of the participants.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Must have a good understanding of and commitment to the principles of the Catholic Charismatic Renewal Counsel (CCRC).
- Must have a working knowledge of Scripture and the teachings of the Catholic Church.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a prayerful leader who is open to study scripture and theology and who is willing to deepen one's own spiritual life.
- Honest, dependable and is able to maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable in the presence of sadness and tears.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program.

Catholic Charismatic Renewal Counsel (CCRC) conducts a Life in the Spirit Seminar.

### **Participant Group**

Prayer group members, and others interested in joining the Prayer Group.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the spiritual life of the parish community.
- Will have a direct impact on building community within the parish.
- Will further develop leadership, communication and facilitation skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Prayer Group

Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date



## RCIA Catechumenal Catechist



### Overview

In the journey of Christian Initiation, Catechists have an indispensable role. They enable the faith of inquirers to resonate more and more deeply in their lives as they approach the sacraments of life in Christ. This direct formational reference to both the experience of evangelization and that of the sacraments is what distinguishes the work of Catechumenal Catechists from other catechetical roles. Under the direction of the RCIA Catechumenal Director, RCIA Catechumenal Catechists seek for the catechumens not just an acquaintance with doctrine and precepts, but also the experience of an “apprenticeship” in the whole of Christian life. They take an active part in the rites and celebration of the Word that mark the RCIA process.

### Activities/Responsibilities

- Prepares adults for the sacraments of Christian Initiation.
- Assists the RCIA Catechumenal Director by preparing sessions.
- Is present to deliver sessions based on the prepared materials.
- Is available to communicate with those seeking Christian Initiation.
- Liaises with the RCIA Catechumenal Director on an ongoing basis.
- Attends all liturgical celebrations and rites of the Christian Initiation process.
- Has a good understanding of the Catholic tradition and is able to share it in the context of adult faith development.
- Is open to the questions and inquiries of all session participants.
- Is available for meetings and training.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Possesses a good knowledge of the Christian Initiation process and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others.
- Must have good presentation and organizational skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor, the RCIA Catechumenal Director and fellow Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with those seeking Christian Initiation.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

**Orientation and Training**

Standard parish orientation program and training provided by RCIA Catechumenal Director. There are resources and sessions provided through the Catholic Pastoral Centre.

**Participant Group**

Those enrolled in the RCIA program and their sponsors, and other RCIA Catechumenal Catechists.

**Support, Supervision, and Evaluation**

The RCIA Catechumenal Director and/or the Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will have a direct impact on the faith formation of those seeking Christian Initiation.
- Will further develop leadership and facilitation skills.
- Will enhance personal growth of faith.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.
- Must be available for all necessary meetings, events and liturgical celebrations.

**Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of RCIA Catechumenal  
Catechist currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## RCIA Catechumenal Director



### Overview

The process of Christian initiation is intended to draw those who wish into the Church and into the paschal life. Under the direction of the Pastor, the RCIA Catechumenal Director directs all aspects of this process.

### Activities/Responsibilities

- Maintains contact list of all RCIA Catechumenal Catechists and RCIA Sponsors.
- Ensures any changes in the list of RCIA Catechumenal Catechists and RCIA Sponsors are communicated promptly to the Parish Responsible Ministry Committee.
- Maintains contact information of all those interested and registered for the Rite of Christian Initiation.
- Is responsible for recruiting RCIA Catechumenal Catechists and RCIA Sponsors.
- Trains, supervises and evaluates RCIA Catechumenal Catechists and Sponsors.
- Prepares calendar, events and Liturgical Rites.
- Arranges and sets up location.
- Meets with RCIA Catechumenal Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming sessions.
- Ensures that a prayerful spirit prevails throughout the Christian Initiation process.
- Ensures that the RCIA sessions reflect sound Doctrinal instruction.
- Ensures that the RCIA Catechumenal Catechists' sessions reflect the vision and goals of the parish.
- Is responsible for replacement of RCIA Catechumenal Catechists in the event of short notice cancellation.
- Is responsible for welcoming, encouraging and nurturing the RCIA registrants on an ongoing basis.
- Announces and oversees registration and interview process.
- Ensures that appropriate materials are available for the program and to communicate the purchase of required resources to the Pastor.
- Is responsible for the periodic evaluation of all aspects of the process.
- Manages, in collaboration with the Pastor, the budget and finances for the RCIA.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Attends and participates in all liturgical celebrations and rites of the Christian Initiation process.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Study in the area of theology, religious education, pastoral ministry is recommended.
- Possesses a thorough understanding of the Rite of Christian Initiation.
- Is familiar with the pedagogy involved in the coordination and delivery of the Rite of Christian Initiation of Adults.
- Can relate effectively and communicate clearly with others.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechumenal Catechist.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Ability to facilitate meetings and plan and implement programs.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Should be faith-filled, psychologically sound and have the ability to distinguish between faith sharing and teaching truths.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and RCIA Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable in the presence of sadness and tears and is at ease with social encounters.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

### **Orientation and Training**

- Standard parish orientation program and training provided by the incumbent Coordinator.
- Should attend sessions provided through the Catholic Pastoral Centre.
- Studies in the areas of theology, religious education, pastoral ministry is recommended.

### **Participant Group**

RCIA Catechumenal Catechists, Sponsors, those seeking Christian Initiation and their families.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term

### **Benefits and Working Conditions**

- Will have a direct impact on the faith formation of those seeking Christian Initiation.
- Will further develop leadership, training and facilitation skills.
- Will enhance personal growth of faith.
- Will have access to parish office and equipment.
- Will perform community service and gain experience.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.
- Must be available for all necessary meetings, events and liturgical celebrations.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of RCIA Catechumenal

Director currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_  
Date

## RCIA Sponsor



### Overview

The Sponsor accompanies a person seeking Christian Initiation. This role is exercised throughout the period of preparation for the celebration of the sacraments of Christian Initiation. The RCIA Sponsor helps, through personal presence, to connect the person with the whole parish and Church community. The sponsor is a witness to the person's moral character, faith and intention.

### Activities/Responsibilities

- Offers information about the daily practice of the faith and provides information or services about the Church.
- Offers feedback to the RCIA Catechumenal Director about the progress of the participant's faith development.
- Participates in discerning the person's readiness for the next steps in formation.
- Actively participates in the liturgical life of the parish and participates in the Catechumenal Rites in each phase of the process.
- Attends RCIA sessions when possible.
- Seeks to be a friend, companion, guide and model throughout the initiation process and beyond.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing
- Is at least 19 years of age.
- Is familiar with Christian Initiation and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others.
- Is willing to commit as a companion for a particular person for the duration of the program.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Honest, dependable and can maintain strict confidentiality.

- Has a helpful, supportive and non-threatening attitude in working with those seeking Christian Initiation.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Ability to communicate the joy and goodness of the Catholic tradition while respecting the religious experience and faith journey of others.
- A spirit of generosity.

### **Orientation and Training**

Standard parish orientation program

### **Participant Group**

Those seeking Christian Initiation and other RCIA Sponsors

### **Support, Supervision, and Evaluation**

The RCIA Catechumenal Director is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will have a direct impact on the faith journey of those seeking Christian Initiation.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and those sessions and events which require the presence of the RCIA Sponsor.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of RCIA Sponsor

currently practiced at \_\_\_\_\_  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date



# Refugee Sponsorship Committee



## Overview

The Refugee Sponsorship Committee partners with the Office for Refugees, Diocese of Victoria, and the Government of Canada to assist in resettling a refugee family who has fled their country due to a well-founded fear of persecution for reasons of race, religion, nationality, membership of a particular social group or political opinion. Sponsorship Committee members will have a variety of responsibilities throughout the year – from picking the family up at the airport to helping the family find employment. Committee members may choose to focus on several parts of the settlement process or just one, depending on their gifts as well as the level of commitment they are able to give.

## Activities/Responsibilities

- Please see Social Justice Coordinator for a comprehensive list of responsibilities.
- All aspects of newcomer settlement: looking for housing, budget planning, opening a bank account, registering children for school, visiting with the family.
- Paper work to submit refugee sponsorship application as required by Citizenship and Immigration Canada.
- Communicating with the family pre-arrival.
- Organizing fundraising events.
- Requesting donations (used furniture, clothing, gift certificates) from the parish.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Is an active participant in parish worship.
- Ability to work with others in the committee.

## Personal Traits and Qualities

- Compassion for the refugee family.
- Commitment to Settlement Committee and refugee family for the entire duration of the sponsorship process.
- Patience and understanding with committee members and refugee family;
- Cultural sensitivity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

## Orientation and Training

Information Session  
Settlement Training

## Participant Group

Refugee Family

## Support, Supervision, and Evaluation

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

## Length of Ministry Appointment

1 to 2-year term. Depends on preparation time before family arrives + 1 year Settlement commitment.

There are special cases where a 2-year settlement commitment may be required.

## Benefits and Working Conditions

- Will directly contribute to the social well-being of the community.
- Will further develop relational skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment – depends on role and responsibilities taken.
- Must be able to attend the orientation session and training sessions as required.

## Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Refugee Sponsorship

Committee currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Religious Articles Purchaser



### Overview

Under the direction of the Pastor, the Religious Articles Purchaser maintains an inventory of religious articles and books so they can be made available for purchase by parishioners.

### Activities/Responsibilities

- Arranges consignment and purchasing of religious articles from distributors.
- Communicates any necessary information with the Religious Articles Vendor.
- Maintains a budget detailing all religious articles purchased and sold.
- Prepares an annual budget report for the Pastor.
- Maintains and controls inventory of all religious articles.
- Is responsible for the proper management of the religious articles bank account.
- Provide a bank account summary and balance at the request of the Pastor.
- Sets all prices of religious articles.
- Liaises with the Parish Finance Council.
- Returns unsold consignment merchandise to distributor(s).
- Endeavours to acquire religious articles as requested by parishioners.
- In collaboration with the Religious Articles Vendor, arranges religious articles in display cabinet.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is registered with the parish.
- Must be at least 21 years of age.
- Has basic accounting skills.
- Retail and/or purchasing experience is an asset.
- Has an awareness of the needs and interests of the parishioners.
- Has good organizational skills.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and dependable.
- Has the ability to work independently or as part of a team.
- Has the proper respect and reverence for religious articles and their spiritual meaning.

**Orientation and Training**

Standard Parish orientation program and training provided by previous Religious Articles Purchaser.

**Participant Group**

Parishioners and Religious Articles Vendor(s).

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will further develop retail and purchasing and accounting skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to travel to distributors.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Religious Articles

Purchaser currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Religious Articles Vendor



### Overview

The Religious Articles Vendor sells religious articles and books at the parish during scheduled hours.

### Activities/Responsibilities

- Sells religious articles during scheduled hours.
- Arrives promptly and stays until shift is completed.
- If unable to attend as scheduled, contacts another Religious Articles Vendor or the Pastor to arrange alternate coverage.
- Assists in the arrangement of religious articles in display cabinet and ensures the display cabinets are always tidy.
- Assists customers in purchasing and making change.
- Is responsible for keys and pass codes for all cabinets and storage areas pertaining to religious articles for sale.
- Counts cash at beginning and end of shift, ensuring that funds and sales are balanced.
- Keeps a record of all purchases for the purpose of assisting with inventory.
- Provides a monthly report to Religious Articles Purchaser.
- Communicates any issues that arise to Religious Articles Purchaser regarding parishioners' requests and/or concerns.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is registered with the parish.
- Must be at least 19 years of age.
- Has basic skills in dealing with money and banking.
- Has good organizational and record keeping skills.
- Retail experience is an asset.
- Is familiar with the religious articles being sold at the parish.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to work under pressure with patience and flexibility.
- Is honest, trustworthy and dependable.
- Has the proper respect and reverence for religious articles and their spiritual meaning.
- Has the ability to work independently or as part of a team.

**Orientation and Training**

Standard Parish orientation program and training provided by previous Religious Articles Vendor.

**Participant Group**

Parishioners and other Religious Articles Vendors.

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_ year term.

**Benefits and Working Conditions**

- Will further develop retail skills.
- This is a volunteer position requiring a time commitment of \_\_\_ hours per week/ \_\_\_ hours per month.
- Will have access to private storage areas and parish property, etc.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- An interview and personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Articles

Vendor currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_ Date

# Religious Education Assistant



## Overview

Under the direction of the Religious Education Catechist, the Assistant helps carryout the catechetical mission of the church by assisting the Catechists and the Coordinator.

## Activities/Responsibilities

- Assists the Religious Education Coordinator.
- Assists the Religious Education Catechist.
- Becomes acquainted with the curriculum.
- Is present for all lessons, service and liturgical activities involving students.
- Liaises with the Religious Education Coordinator and Catechist on an ongoing basis.
- Is available for meetings and training.
- Shares the faith accurately and seeks support, when necessary.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is registered with the parish and active in parish life.
- Possesses some knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- In cases of emergency, knows contacts and/or procedures.

## Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

**Orientation and Training**

Standard parish orientation program and training provided by Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre.

**Participant Group**

Other volunteers, children involved and their families.

**Support, Supervision, and Evaluation**

The Religious Education Coordinator is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will contribute to children's spiritual development.
- Will further develop leadership and organizational skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education

Assistant currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date



# Religious Education Catechist



## Overview

Under the direction of the Religious Education Coordinator, the Catechist shares in and helps carry out the catechetical mission of the church. In a systemic way, the Catechist passes on the Word of God to children and youth through instruction and as a living witness of the faith.

## Activities/Responsibilities

- Assists the Religious Education Coordinator by preparing lessons from the prescribed curriculum.
- Demonstrates some skill in presenting at a variety of learning levels.
- Becomes knowledgeable of the content of the curriculum.
- Is present to teach the children based on the prepared lessons.
- Keeps accurate records of students' progress and attendance.
- Is available to communicate with parents and/or family members of children attending Religious Education.
- Liaises with the Ministry Coordinator on an ongoing basis.
- Is available for meetings and training.
- Is supportive in all service and liturgical activities involving students.
- Shares the faith accurately and seeks support, when necessary
- Supervises any volunteer assistants that maybe present.
- Ensures that at least two adult volunteers are present at all times during lessons.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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## Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Must be registered with the parish at least 2 years.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Is recognized within the parish community as a person of good reputation.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Has a spirit of generosity and creativity.

**Orientation and Training**

Standard parish orientation program and training provided by Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre.

**Participant Group**

Other Catechists, volunteers, children involved and their families.

**Support, Supervision, and Evaluation**

The Religious Education Coordinator is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to children's spiritual development.
- Will further develop leadership and organizational skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education  
Catechist currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Religious Education Coordinator



### Overview

The Coordinator shares in and helps carry out the catechetical mission of the church. He/she oversees the functioning of the Religious Education Program offered at the parish by guiding and supporting the Catechists.

### Activities/Responsibilities

- Maintains contact list of all Religious Education Catechists.
- Ensures any changes in the list of Catechists are communicated promptly to the Parish Responsible Ministry Committee.
- Is responsible for recruiting Catechists and all other Religious Education Program volunteers.
- Trains, supervises and evaluates Catechists and all other volunteers.
- Assigns Catechists to appropriate classes.
- Arranges locations for Religious Education lessons.
- Meets with Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
- Ensures Catechists' lessons are in accordance with parish-approved curriculum.
- Is responsible for replacement of Catechists in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is responsible for communication with parents/guardians.
- Announces and oversees registration.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Prepares calendar and events for the school year.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechist.
- Formal training is recommended.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Parish Religious Education Program for children.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

### **Orientation and Training**

Standard parish orientation program and Religious Education Coordinator training provided by the incumbent Coordinator or the Diocese of Victoria.

### **Participant Group**

Religious Education Catechists & volunteers, children, parents/guardians and other Leaders within the parish community.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to children's spiritual development.
- Will further develop leadership, training and facilitation skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education

Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_  
Date

## Preparation for the Sacraments Coordinator



### Overview

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are public celebrations of the Catholic faith and are of utmost importance in the life of the Church. Under the direction of the Pastor and in cooperative effort with the Pastoral Team, the Sacrament Preparation Coordinator organizes and facilitates all aspects of the Preparation process. The Sacramental Preparation Coordinator shares a love for the Church, an understanding of the Sacraments and embodies the importance of Hospitality.

### Activities/Responsibilities

- Commits to the full process.
- Maintains a current list of Sacrament Preparation Team Members
- Maintains contact list of children and their parents wanting to participate in the Sacrament Preparation.
- Ensures any changes in the list of Sacrament Preparation Team Members are communicated promptly to the Parish Responsible Ministry Committee.
- Implements the Sacramental Preparation process as developed in consultation with the Pastor.
- Recruits, trains, supervises and evaluates Sacrament Preparation Team Members.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Collects registrations and baptismal certificates and completes all administrative work.
- Assists in setting dates and preparing for liturgies (e.g., Reconciliation service).
- Facilitates information and parent & child meetings for each sacrament.
- Ensures that a prayerful spirit prevails throughout the Preparation process.
- Is responsible for replacement of Sacrament Preparation Team Members in the event of short notice cancellation.
- Meets with families who are unable to attend meetings and/or gatherings.
- Arranges for certificates and names to be recorded in the Parish registers.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish process.
- Is responsible for the periodic evaluation of all aspects of the process.
- Attends and participates in the liturgical celebrations when available.
- Schedules and is available for all team meetings.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been an active member of the parish for at least 2 years.
- Is recognized within the parish community as a person of solid reputation.
- Is familiar with the Parish Resource provided by the Office of Religious Education.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Should have experience in Immediate Preparation process.
- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Has a willingness to work with the Pastor, Pastoral Team and Sacramental Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Pays close attention to detail.
- Has a spirit of generosity.

### **Orientation and Training**

Training and formation provided by Pastor and/or the Diocese of Victoria. Workshops and Seminars provided by the Office of Religious Education (O.R.E.).

### **Participant Group**

Children and their Parents involved in the Immediate Preparation for First Holy Communion, First Reconciliation and/or Confirmation, and Sacramental Preparation Team Members.

### **Support, Supervision, and Evaluation**

The Pastor and/or Pastoral Team are the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.



### Benefits and Working Conditions

- Will directly contribute to children's spiritual development.
- Will further develop leadership, training and facilitation skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend orientation session, training sessions and regular meetings as required.

### Screening Recommendations

- This is a General risk position (provided that children are always accompanied by their parent(s)).
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Sacramental Preparation Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Preparation for the Sacraments Team Member



### Overview

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are public celebrations of the Catholic faith and are of utmost importance in the life of the Church. The Sacrament Preparation Team Members are called to share in the Church's teaching on the Sacraments by preparing for the gathering, leading the preparation sessions and providing hospitality and a welcoming environment. The Sacrament Preparation Team Member shares a love for the Church, an understanding of the Sacraments and embodies the importance of Hospitality.

### Activities/Responsibilities

- Commits to the full process.
- Prepares for gatherings and catechetical sessions based on the materials provided by the parish.
- Gathers the children and their parents and leads them through sessions (during parent/child gatherings and catechetical sessions).
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Sacrament Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback.
- Attends and participates in the liturgical celebrations when available.
- Is present for team meetings and training sessions as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Has been an active member of the parish for at least 2 years.
- Is familiar with the Parish Resource provided by the Catholic Office of Religious Education.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children and their families.
- Must have good presentation skills.

- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Training and formation provided by Sacrament Preparation Coordinator. Workshops and Seminars provided by the Office of Religious Education (O.R.E.).

### **Participant Group**

Children and their Parents involved in the Immediate Preparation for First Holy Communion, First Reconciliation and/or Confirmation, and other Sacrament Preparation Team Members.

### **Support, Supervision, and Evaluation**

The Sacrament Preparation Coordinator is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to children's spiritual development.
- Will further develop facilitation skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend orientation session, training sessions and regular meetings as required.

### **Screening Recommendations**

- This is a General risk position (provided that children are always accompanied by their parent(s)).
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Sacramental Preparation  
Team Member currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Share Lent Campaign Chairperson



### Overview

Under the direction of the Pastor, the Share Lent Campaign Chairperson animates and communicates the Share Lent Campaign to parishioners. Together with the Pastor, the Share Lent Campaign Chairperson ensures that the overall campaign plan is carried out within the time frame established. They ensure that Share Lent Campaign Committee Members understand the plan and the responsibilities assigned to them.

### Activities/Responsibilities

- Maintains contact list of Share Lent Campaign Committee Members.
- Ensures any changes in the list of Share Lent Campaign Committee Members are communicated promptly to the Parish Responsible Ministry Committee.
- Assists Pastor with volunteer recruitment, education and organization related to the Share Lent Campaign.
- Is familiar with Share Lent's family of agencies.
- Plans and delivers Share Lent presentations.
- Arranges for guest speakers to present at the parish.
- Arranges viewing of Share Lent video when appropriate.
- Ensures other activities are planned to raise awareness of the Share Lent Campaign.
- Reports results to the Share Lent Office at the Diocese of Victoria on Share Lent Sunday or Monday.
- Ensures all donations are recorded and money deposited and the funds are sent to the Share Lent Office in a timely manner.
- Ensures that accurate reports are made to the Share Lent Office on a bi-weekly basis.
- Oversees all cash flow pertaining to the Share Lent funds.
- Ensures utilization of campaign materials, i.e., posters, banners, lawn signs.
- Ensures that all actions on the Parish Campaign plan are carried out.
- May recruit other members to assist with these activities.
- Communicates all financial records regarding Share Lent Campaign and activities to the Pastor on an ongoing basis.
- Liaises with the Pastor and Share Lent Office at the Diocese of Victoria for feedback and support.
- Schedules, coordinates and is present for all meetings as required.
- Observes discretion in the confidential matters arising from the Share Lent Campaign.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a registered member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Accurate counting and recording skills with previous counting experience recommended.
- Has appropriate leadership, organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written.
- Has knowledge of Share Lent's family of agencies.
- Skills in accounting and/or finance would be an asset.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to the Share Lent Campaign.
- Honest, dependable and can maintain strict confidentiality.
- Sufficient maturity to exercise this ministry with proper attention.
- Pays close attention to detail.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program and training provided by the Share Lent Office at the Diocese of Victoria.

### **Participant Group**

Share Lent Campaign Committee Members and parishioners.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will have a direct impact on the financial aid given to Share Lent's family of agencies.
- Will further develop leadership and presentation skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Share Lent Campaign

Chairperson currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_  
Date

## Share Lent Campaign Committee Member



### Overview

Under the direction of the Share Lent Campaign Chairperson, the Share Lent Campaign Committee Member works as part of a team arranging various activities and events to further the success of the Share Lent Campaign.

### Activities/Responsibilities

- Assists in the planning of Share Lent presentations and delivers presentations when called upon.
- Assists guest speakers who are presenting at the parish.
- Arranges viewing of Share Lent video when appropriate.
- Is familiar with Share Lent's family of agencies.
- Ensures all donations are reported to the Share Lent Campaign Chairperson.
- Utilizes campaign materials, i.e., posters, banners, lawn signs.
- Assists with all actions of the Parish Campaign plan.
- Is present for all meetings as required.
- Observes discretion in the confidential matters arising from the Share Lent Campaign.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a registered member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Is recognized within the parish community as a person of good reputation.
- Accurate counting and recording skills with previous counting experience recommended.
- Has appropriate organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written.
- Has knowledge of Share Lent's family of agencies.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to the Share Lent Campaign.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.



- Sufficient maturity to exercise this ministry with proper attention.
- Pays close attention to detail.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program and training provided by the Share Lent Office at the Diocese of Victoria.

### **Participant Group**

Parishioners

### **Support, Supervision, and Evaluation**

The Pastor and/or Share Lent Campaign Chairperson is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will have a direct impact on the financial aid given to Share Lent's family of agencies.
- Will further develop presentation, team working and organizational skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Share Lent Campaign

Committee Member currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Social Committee Coordinator



### Overview

The Social Committee helps to promote a welcoming, receptive and active social environment in the parish by planning and implementing various social events, celebrations and activities occurring at the parish. Under the direction of the Pastor, the Social Committee Coordinator oversees all aspects of these events.

### Activities/Responsibilities

- Maintains a current contact list of Social Committee Members and event Volunteers.
- Ensures any changes in the list of Social Committee Members and Volunteers are communicated promptly to the Parish Responsible Ministry Committee.
- In consultation with the Pastor, establishes a yearly plan for various social events, celebrations and activities occurring at the parish.
- Schedules and chairs meetings of the Social Committee.
- Ensures that there is an adequate number of Volunteers scheduled for all social events.
- Arranges for training and orientation for new Volunteers to familiarize them with the requirements of the position.
- Encourages, motivates and supports any Volunteers who may be present for social events.
- Meets occasionally with the Pastor to review the parish calendar of events.
- Ensures there are sufficient supplies, materials and other items as required.
- Prepares financial reports of the various activities as requested by the Pastor.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.  
Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of solid reputation.
- Has been an active member of the parish for at least 2 years.
- Has appropriate leadership and organizational skills.
- Ability to facilitate meetings and plan and implement programs.
- Has an ability to relate and communicate effectively with others.
- Has the ability to motivate others and delegate responsibilities as needed.
- In cases of emergency, knows contacts and/or procedures.

**Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is friendly, patient and has good relational skills.
- Pays close attention to detail.
- Has a spirit of generosity and creativity.

**Orientation and Training**

Standard parish orientation program and training.

**Participant Group**

Social Committee Members, Volunteers and those participating in the various events.

**Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community.
- Will further develop organizational and leadership skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session, training sessions and regular meetings as required.

**Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Social Committee

Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_  
Date

## Social Committee Member



### Overview

The Social Committee helps to promote a welcoming, receptive and active social environment in the parish by planning and implementing various social events, celebrations and activities occurring at the parish. The Social Committee Member assists in the planning and organization of these events.

### Activities/Responsibilities

- Is available for meetings to discuss and plan the various social events occurring at the parish.
- Assists in organizing the various aspects of scheduled social events which may include: arranging catering orders, food preparation, hall reservations, selling tickets, etc.
- Is available for set-up and clean-up of parish halls during scheduled events.
- Orders various supplies, materials and other items as required.
- Is present to perform various activities during the event and/or celebration which may include: serving food, preparing games, arranging for prizes and raffle items, etc.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is recognized within the parish community as a person of solid reputation.
- Has an ability to relate and communicate effectively with others.
- In cases of emergency, knows contacts and/or procedures.

### Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is friendly, patient and has good relational skills.
- Has a spirit of generosity and creativity.

### Orientation and Training

Standard parish orientation program.

**Participant Group**

Other Social Committee Members, Volunteers and those participating in the various events.

**Support, Supervision, and Evaluation**

The Social Committee Coordinator is the first level of support, supervision and evaluation.

**Length of Ministry Appointment**

\_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session.

**Screening Recommendations**

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Social Committee

Member currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Sports League Coach



### Overview

The Sports' League Coach prepares and instructs the children on how to play the sport, focusing on fair play and team spirit.

### Activities/Responsibilities

- Maintains contact list of sports team members.
- Maintains a list of emergency contacts of the team members.
- Coordinates and runs all scheduled practices and games.
- A list of all team practices and games is given to the Pastor as well as circulated to all team members and their parents/guardians.
- Ensures that all team members have written permission and/or consent forms signed by their parents/guardians prior to joining the team.
- Teaches the team members the fundamentals of the game appropriate to their age level.
- Supervises the team members at all times during practices and games.
- Is present with at least one other adult volunteer during all practices and games.
- Is available to speak with parents/guardians regarding their children's participation and progress.
- Ensures arrangements are made by the parents/guardians for the dropping off and picking up of the team members and communicated to the Sports Coach.
- Is available for meetings as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Must be at least 19 years of age.
- Has been registered with the parish at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has participated in a similar sport's league for at least 2 years.
- Has appropriate knowledge and skills associated with the particular sport being played.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Has an ability to relate and communicate effectively with others, especially children and youth.

- Has the ability to delegate and follow up.
- Must be flexible and tactful in relating to youth and their parents.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and has a good sense of fairness.
- Is energetic and enthusiastic.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

### **Orientation and Training**

Standard parish orientation program and training provided by previous Sports League Coach.

### **Participant Group**

Sports League players and their parents and/or guardians.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly impact the social wellbeing of the youth within the parish community.
- Will further develop leadership skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

### **Screening Recommendations**

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Sports Team Coach currently practiced at \_\_\_\_\_.

(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date



## Volunteer Driver



### Overview

The purpose of this ministry is to provide transportation to parishioners requiring it.

### Activities/Responsibilities

- Receives list of persons, emergency information and locations of participants scheduled for transportation from Ministry Coordinator.
- Checks the schedules and is sure to notify the Coordinator in case of scheduling conflict.
- Provides transportation at the request of the Pastor and/or Ministry Coordinator.
- Brings to the attention of the Coordinator any matters related to changes in health and/or needs of the person.
- Observes confidentiality regarding the personal matters of the participant.
- At the comfort level of the participant, the Volunteer Driver may engage in brief conversation.
- Telephones the parish or Ministry Coordinator if an unforeseen situation arises which will result in a major delay.
- Must keep a record of all visits (including dates and times) to be given to Ministry Coordinator.
- The Volunteer Driver must have emergency phone numbers and access to a cellphone in case an emergency arises with the participant.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### Skills, Experience, and Qualifications

- Is an active participant in parish worship.
- Is at least 24 years of age and have an unblemished driving record.
- Must hold a valid BC Driver's License "Class 5" and carry a minimum of one million dollars (\$1,000,000) for cars and two million dollars (\$2,000,000) for vans of personal liability and property damage primary insurance.
- Driver's vehicle must be mechanically fit with seat belts that are in working condition for all passengers. Drivers shall carry no more passengers than the number of seat belts available.
- Must have valid car insurance and identification on his/her person when driving.
- Must carry valid third-party liability insurance as required under legislation in the Province of British Columbia.

- Must not transport children or youth under the age of 19 without parents' written consent.
- Must not drink or have alcohol in the vehicle.
- Must not smoke in the vehicle.
- Must be a conscientious driver and abide by all rules of the road.
- Advise parish of any change in driving record, condition of the vehicle, ability to drive, or car insurance immediately.
- Must provide the Ministry Coordinator with a written, detailed report of any accident that has occurred while serving as a Volunteer Driver for the parish.
- Is recognized within the parish community as a person of good reputation.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

### **Orientation and Training**

Standard Parish orientation program.

### **Participant Group**

Those needing transportation within the parish or civic community.

### **Support, Supervision, and Evaluation**

The Ministry Coordinator is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the community.
- Will further develop relational skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- Routes that the Volunteer Driver takes should be predetermined.
- Volunteer Driver can refuse to drive when weather is inclement or road conditions are dangerous. Volunteer Driver has the right to let passenger know if passenger's behaviour is inappropriate.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session.
- The Parish is not responsible for any parking tickets or any traffic violations.

### Screening Recommendations

- This is a High-risk position.
- Completion of a Volunteer Application Form is required.
- Completion of a Volunteer Driver Form is required.
- A copy of Volunteer Driver's current Driver's Licence and Insurance Policy are required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Volunteer Driver currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Wedding Coordinator



### Overview

Under the direction of the Pastor, and in accordance with the parish guidelines, the Wedding Coordinator assists the wedding party, the presider, and parish staff in the preparation of wedding ceremonies. They ensure effective communication both with couples, their families and with presiders.

### Activities/Responsibilities

- All activities and responsibilities are at the discretion of the Pastor.
- Maintains a contact list of couples preparing for a sacramental wedding.
- May attend the Marriage Preparation Course to interact with the couples preparing to celebrate in the community.
- Becomes familiar with the Rite of Marriage text and other resources made available through the parish and the Diocesan Office of Religious Education.
- Contacts and meets with engaged couples, providing them with the parish guidelines and responding to any questions they may have.
- Consults the Pastor with any questions that arise outside the scope of the parish guidelines.
- Schedules and meets with engaged couples to follow-up, when necessary.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the engaged couples.
- May assist in planning the liturgy in accordance with the parish guidelines and Diocesan guidelines for the celebration of weddings.
- Assists the couple in understanding and implementing the parish guidelines with respect to music, flowers, decorations, photography and video cameras.
- May conduct the wedding rehearsal, should the Pastor wish to delegate this privilege, or assist him in doing so.
- Documents any “last-minute” changes for the presider’s approval.
- Attends the wedding if he/she has conducted the rehearsal.
- Directs the photographer(s) as to the appropriate times and places for pictures.
- Coordinates and/or checks details of the wedding day itinerary including: set-up, camera placement, opening procession, flower placement, musicians, professional photographers, confetti, and arrival of participants.
- Is available for meetings and training at the parish.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church and in good standing.
- Is recognized within the parish community as a person of solid reputation.
- Is thoroughly familiar with the parish guidelines and Diocesan guidelines (“Guidelines for Wedding Liturgies”, “Guidelines for Music at Wedding Liturgies”) established for the celebration of weddings.
- Has had formal training and/or education regarding the various wedding ceremonies.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Ability to facilitate meetings.
- In cases of emergency, knows contacts and/or procedures.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Is honest, trustworthy and enthusiastic.
- Has the ability to work independently or as part of a team.
- Has a helpful, supportive and non-threatening attitude.
- Is dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program and training provided by Pastor.

### **Participant Group**

Couples to be married at the parish, their families and wedding party.

### **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

### **Length of Ministry Appointment**

\_\_\_\_\_ year term.

### Benefits and Working Conditions

- Will directly impact the liturgical experience at the parish.
- Will enhance personal growth of faith.
- Will further develop leadership and organizational skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

### Screening Recommendations

- This is a General risk position.
- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Wedding Coordinator currently practiced at \_\_\_\_\_.  
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

## Youth Minister



### Overview

Youth Ministry aims to develop leadership skills, foster community, cultivate a stronger sense of justice, build self-confidence and promote spiritual maturity among the parish's youth. Under the direction of the Pastor and Office of Religious Education, the Youth Minister is responsible for the ongoing development, implementation and support of youth programs and services at the parish. He/she ministers directly to the youth of the parish by leading sessions and events.

### Activities/Responsibilities

- Maintains contact list of youth and volunteers involved in Youth Ministry at the Parish.
- Collaborates with the Pastor to plan and set up prayer and liturgical celebration opportunities for youth participation.
- Is present for and conducts all Youth Ministry events at the parish.
- Invites and motivates parish youth to attend and participate in Youth Ministry events.
- Plans and develops youth retreats, faith sharing opportunities and youth formation.
- Ensures a good balance between faith development, social events and outreach activities.
- Gathers suitable materials and maintains a library of information helpful to the parish's youth.
- Facilitates the development of community among youth, their families, their parish and the local community.
- Coordinates the leading of prayer and reflection at youth events.
- Organizes the youth of the parish to participate in service projects within the community.
- Serves as an advocate for the needs of youth and families with youth to other parish groups and the wider community.
- Supports families in promoting healthy adolescent development and faith growth.
- Invites, trains and supports Youth Ministry Volunteers.
- Provides the necessary theological resources to support and aid in the spiritual formation of the parish's youth.
- Through established networks, refers youth to appropriate counselling and resource programs.
- Brings to the attention of the Pastor any matters related to the needs of the youth.
- At the comfort level of the youth, the Youth Minister engages in conversation regarding personal and family topics.
- Prepares and develops a budget for the Youth Ministry account and any fundraising efforts.
- Is responsible for publicity and promotion of youth events.
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Office of Religious Education and other parish Youth Ministers.
- Schedules, coordinates and is present for planning meetings as required.
- Is available for meetings and training on both the parish and diocesan levels.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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### **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Should have experience as a Youth Minister and knowledge of the principles of youth ministry.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and organizational skills.
- Demonstrates maturity and professionalism.
- Is familiar with the Liturgy and the teachings of the Catholic Church and has an understanding of catechetical methodology and the stages of faith development.
- Is familiar with the Comprehensive Youth Ministry Model
- Can relate effectively and communicate clearly with others, especially youth.
- Has the ability to motivate, enable and engage youth.
- Must have good presentation skills.
- Has the ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Is willing to participate in ongoing formation.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Honest, dependable and can maintain strict confidentiality.
- Sufficient maturity to exercise this ministry with proper attention.
- Shows energy, enthusiasm and a concern for youth and their families.
- Is comfortable sharing her/his personal faith.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

### **Orientation and Training**

Standard parish orientation program. There are resources and sessions provided through the Office of Religious Education at the Diocese of Victoria.



## Participant Group

Youth and their families.

## Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Support is also offered through the Office of Religious Education, Diocese of Victoria.

## Length of Ministry Appointment

\_\_\_\_\_ year term.

## Benefits and Working Conditions

- Will directly contribute to the spiritual formation of the parish's youth.
- Will directly contribute to the social well-being of the parish community.
- Will further develop leadership, presentation and facilitation skills.
- Will enhance personal growth of faith.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of \_\_\_\_ hours per week/ \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

## Screening Recommendations

- This is a High-risk Position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Youth Minister

currently practiced at \_\_\_\_\_.

(Parish Name)

Parish Responsible Ministry Committee

Pastor

\_\_\_\_\_ Date