

## Refugee Sponsorship Committee Member

### ➤ Overview

The Refugee Sponsorship Committee partners with the Office for Refugees, Archdiocese of Toronto (ORAT) 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 Chair for a copy of the ORAT Settlement Plan for 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**

ORAT Information Session  
ORAT 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 -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.

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 - 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 Information 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 *Refugee Sponsorship***

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

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**