

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.
- Must provide a bank account summary and balance at the request of the Pastor.
- Sets all prices of religious articles.
- Liaise with the Parish Finance Council.
- Returns unsold consignment merchandise to distributor(s).
- Endeavors 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:

➤ Skills, Experience, and Qualifications

- Is registered with the parish.
- Must be at least 18 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 and trustworthy and dependable.

Volunteer Ministry Position Description – Religious Articles Purchaser

- 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.

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 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 Information 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 Volunteer Screening Committee

Pastor

Date

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