

ShareLife Campaign Chairperson

➤ **Overview**

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

➤ **Activities/Responsibilities**

- Maintains contact list of ShareLife Campaign Committee Members.
- Ensures any changes in the list of ShareLife Campaign Committee Members are communicated promptly to the Parish Volunteer Screening Committee.
- Assists Pastor with volunteer recruitment, education and organization related to the ShareLife Campaign.
- Is familiar with ShareLife’s family of agencies.
- Plans and delivers ShareLife presentations.
- Arranges for guest speakers to present at the parish.
- Arranges viewing of ShareLife video when appropriate.
- Ensures other activities are planned to raise awareness of the ShareLife Campaign.
- Reports results to the ShareLife Office at the Archdiocese of Toronto on ShareLife Sunday or Monday.
- Ensures all donations are recorded and money deposited and the funds are sent to the ShareLife Office in a timely manner.
- Ensures that accurate reports are made to the ShareLife Office on a bi-weekly basis.
- Oversees all cash flow pertaining to the ShareLife 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 ShareLife Campaign and activities to the Pastor on an ongoing basis.
- Liaises with the Pastor and ShareLife Office at the Archdiocese of Toronto for feedback and support.
- Schedules, coordinates and is present for all meetings as required.
- Observes discretion in the confidential matters arising from the ShareLife 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:

➤ **Skills, Experience, and Qualifications**

- Is a registered member of the Catholic Church in good standing.
- Must be at least 18 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 ShareLife’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 ShareLife 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 ShareLife Office at the Archdiocese of Toronto.

➤ **Participant Group**

ShareLife 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 ShareLife’s family of agencies.

Will further develop leadership and presentation skills.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position which requires 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 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 ShareLife Campaign

Chairperson currently practiced at _____.

(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto