

ShareLife Campaign Committee Member

➤ Overview

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

➤ Activities/Responsibilities

- Assists in the planning of ShareLife presentations and delivers presentations when called upon.
- Assists guest speakers who are presenting at the parish.
- Arranges viewing of ShareLife video when appropriate.
- Is familiar with ShareLife’s family of agencies.
- Ensures all donations are reported to the ShareLife 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 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 organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written.
- Has knowledge of ShareLife’s family of agencies.

➤ 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.
- 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 ShareLife Office at the Archdiocese of Toronto.

➤ **Participant Group**

Parishioners

➤ **Support, Supervision, and Evaluation**

The Pastor and/or ShareLife 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 ShareLife’s family of agencies.

Will further develop presentation, team working and organizational 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 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 ShareLife Campaign

Committee Member currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date