

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 Volunteer Screening 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 amount 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 that 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:

➤ Skills, Experience, and Qualifications

- Is a fully initiated 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 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.

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

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 which requires 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 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 Social Committee

Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto