

## Social Committee Member

### ➤ 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. The Social Committee Member assists in the planning and organization of these events.

### ➤ Activities/Responsibilities

- Is available for meetings to discuss and plan the various social events occurring at the parish.
- Assists in organizing the various aspects of a scheduled social event which may include: arranging catering orders, food preparation, hall reservations, selling tickets, etc.
- Is available for set-up and clean-up of parish halls during scheduled events.
- Orders various supplies, materials and other items as required.
- Is present to perform various activities during the event and/or celebration which may include: serving food, preparing games, arranging for prizes and raffle items, etc.

**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 a fully initiated member of the Catholic Church in good standing.
- Is recognized within the parish community as a person of solid reputation.
- Has an ability to relate and communicate effectively with others.
- 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.
- Has a spirit of generosity and creativity.

### ➤ Orientation and Training

Standard parish orientation program.

➤ **Participant Group**

Other Social Committee Members, Volunteers and those participating in the various events.

➤ **Support, Supervision, and Evaluation**

The Social Committee Coordinator 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.

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.

➤ **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**

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

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

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**