

## **Totus Tuus Parish Program Coordinator**

### ➤ **Overview**

The responsibilities of the parish coordinator for the program are to coordinate promotion and registration for the program as well as oversee the use of facilities and provide for the needs of the teachers involved.

### ➤ **Activities/Responsibilities**

- Scheduling a priest(s) for daily Mass and Confession
- Scheduling a priest for adoration and Confession Tuesday night
- Providing snacks for the evening program
- Finding volunteers to help during the day program
- Organizing and promoting the potluck as well as set-up and clean-up
- Reserving facilities for the team and helping to set them up if possible
- Promoting the program, collecting registrations and providing name tags for the Children
- Arrange for accommodations and meals for teachers
- Being available during the parish week to deal with any issues that arise

**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 good reputation.
- Demonstrates maturity and professionalism.
- Can relate effectively and communicate clearly with others, especially youth.
- In cases of emergency, knows contacts and/or procedures.
- Is willing to participate in ongoing formation.

### ➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Honest, dependable and can maintain strict confidentiality.
- Sufficient maturity to exercise this ministry with proper attention.
- Shows energy, enthusiasm and a concern for youth and their families.
- Is comfortable sharing her/his personal time, talents and faith.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

➤ **Orientation and Training**

Standard parish orientation program.

There are resources provided through the Vocations Office at the Archdiocese of Toronto.

➤ **Participant Group**

- Totus Tuus teachers, youth, and their families.
- Parish priest, hosting families and other program volunteers.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision, and evaluation.

Support is also offered through the Vocations Office, Archdiocese of Toronto

➤ **Length of Ministry Appointment**

2 year term.

➤ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community.
- Will enhance personal growth of faith.
- 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 approx. 4 hours per week over the course of 2-3 months as well as 6-8 hours/day during the Parish Week.
- 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 Totus Tuus Parish Program**

**Coordinator currently practiced at \_\_\_\_\_.**  
(Parish Name)

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

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date