

Strengthening the Caring Community

- Step 2, Ministry Position Description -

There must be a ministry role description for every ministry position within the parish. It is imperative to describe each ministry position and define its inherent risk and the measures that will be taken in order to address these risks. Please refer to the website. Below are the items that must appear on every Ministry Position Description.

1. Overview

- States what the position is about

2. Activities/Responsibilities

- Lists what this position requires the volunteer to do and how and when they are required to perform these responsibilities

3. Skills, Experience and Qualifications

- Lists the knowledge and ability the volunteer should have in order to carry out the responsibilities
- Lists what the volunteer should be like in order to carry out the responsibilities

4. Personal Traits and Qualities

- Lists what the volunteer should be like in order to carry out the responsibilities

5. Orientation and Training

- Lists what is needed to prepare you for this ministry in this parish community

6. Participant Group

Outlines who the volunteer will serve and with whom they will minister

7. Support, Supervision, and Evaluation

- Outlines who will support the volunteer in this ministry position

8. Length of Ministry Appointment

- States how long the volunteer is required to serve in this ministry position

9. Benefits and Working Conditions

- Lists the advantages and the working conditions the volunteer will experience in this position

10. Screening Recommendations

- Lists the Level of Risk and the Screening Steps that are used for this Position.

Finally, include a place for the date and the signatures of approval.

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Below is a list of the Archdiocese of Toronto Standardized Ministry Position Descriptions. All parishes are to use the Standardized Ministry Position Descriptions listed here. If a Standardized Ministry Position is similar in duties, activities and responsibilities to one at your parish but is different in name, you may change the title of that ministry to reflect the ministry name used at your parish.

If your Parish has a position not listed here; submit a draft of the Ministry Position Description for review and approval by the Archdiocese of Toronto.

{The following Ministry Position descriptions can be found on CD-ROM in the Pastor's Resource Manual and on the website}.

1. Adoration Coordinator – *General Risk*
2. Altar Server - Adult – *General or High Risk**
3. Altar Server – Child/Youth – *General Risk*
4. Altar Server Coordinator – *High Risk*
5. Baptismal Preparation Coordinator – *General Risk*
6. Baptismal Preparation Team Member – *General Risk*
7. Bereavement Team Coordinator – *High Risk*
8. Bereavement Team Member – *High Risk*
9. Bible Study Coordinator – *General Risk*
10. Building and Maintenance Committee – *General Risk*
11. Catechumenal Catechist of Children's Initiation – *High Risk*
12. Children's Liturgy of the Word Coordinator – *High Risk*
13. Children's Liturgy of the Word Helper/Volunteer – *High Risk*
14. Children's Liturgy of the Word Teacher – *High Risk*
15. Choir Director – *General or High Risk**
16. Choir Member – Adult – *General or High Risk**
17. Choir Member – Child/Youth – *General*
18. Collection Counter – *High or General Risk***
19. Collection Counter Coordinator – *High or General Risk***
20. Coordinator of Children's Initiation – *General or High Risk**
21. Custodian/Maintenance Person – *High Risk*
22. CWL President – *High Risk*
23. CWL Treasurer – *High Risk*
24. CWL Christian Family Life Standing Committee Chairperson – *High Risk*
25. Extraordinary Minister of Communion – *General Risk*
26. Extraordinary Minister of Communion Coordinator – *High Risk*

27. Extraordinary Minister of Communion to Homes/Institutions – *High Risk*
28. Good Shepherd Catechesis Catechist – *High Risk*
29. Good Shepherd Catechesis Coordinator – *High Risk*
30. Knights of Columbus Activities Member – *High Risk*
31. Lay Pastoral Visitor – *High Risk*
32. Lay Pastoral Visitor’s Coordinator – *High Risk*
33. Lector – *General Risk*
34. Lectors’ Coordinator – *General Risk*
35. Legion of Mary Leader – *High Risk*
36. Legion of Mary Member – *High or General Risk****
37. Liturgical Environment Planner – *General or High Risk*
38. Liturgical Hospitality Coordinator - *General Risk*
39. Liturgical Hospitality: Greeters & Ushers - *General Risk*
40. Marriage Preparation Coordinator – *General Risk*
41. Marriage Preparation Facilitator – *General Risk*
42. Outreach Program Coordinator – *High Risk*
43. Outreach Program; Cook – *General or High Risk**
44. Outreach Program; Friendly Visitor – *High Risk*
45. Outreach Program; Meal Delivery – *High Risk*
46. Outreach Program; Server – *General Risk*
47. Parish Finance Council Member – *General Risk*
48. Parish Finance Council Vice Chairperson – *General Risk*
49. Parish Pastoral Council Chairperson - *General Risk*
50. Parish Pastoral Council Member – *General Risk*
51. Parish Social Ministries – *High or General Risk****
52. Parish Volunteer Screening Committee Member – *High Risk*
53. Parish Volunteer Screening Coordinator – *High Risk*
54. Prayer Group Coordinator – *High Risk*
55. RCIA Catechumenal Catechist – *General Risk*
56. RCIA Catechumenal Director – *General Risk*
57. RCIA Sponsor – *General Risk*
58. Religious Articles Purchaser - *General Risk*
59. Religious Articles Vendor – *High Risk*
60. Sacramental Preparation Coordinator – *General or High Risk**
61. Sacramental Preparation Team Member – *General or High Risk**
62. ShareLife Campaign Chairperson – *High Risk*
63. ShareLife Campaign Committee Member – *General Risk*
64. Social Committee Coordinator – *General Risk*

- 65. Social Committee Member – *General Risk*
- 66. Sport's League Coach – *High Risk*
- 67. Sunday School Religious Education Assistant – *High Risk*
- 68. Sunday School Religious Education Catechist – *High Risk*
- 69. Sunday School Religious Education Coordinator – *High Risk*
- 70. Volunteer Driver – *High Risk*
- 71. Wedding Coordinator – *General Risk*
- 72. Youth Minister – *General or High Risk**
- 73. Youth Ministers' Assistant – *General or High Risk**
- 74. Youth Ministers' Director – *General or High Risk**

* When children (without the accompaniment of a parent and/or guardian) or the vulnerable are involved, this ministry position is High Risk.

** When the Pastor is always present, this ministry position is General Risk.

*** When the participants are not vulnerable persons and/or depending upon the level of activity, this ministry position may be considered General Risk.