



Ministry Position: Bible Study Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Pastor, the Bible Study Coordinator coordinates a Parish based Scripture study that leads people to a greater understanding of the Bible, an awareness of God’s living presence in Sacred Scripture, and an appreciation of how the Bible can be applied to daily life. Through personal study, small group discussion, lecture, and prayer, the Bible Study provides a balance of scholarship, reflection and application.

◆ Activities/Responsibilities

- Establish which scripture readings will be studied throughout the course of the program
- Set up a schedule including the start and end dates for the program
- Prepare for each session by reflecting on the chosen scripture readings
- Enhance Bible Study Program by inviting guest speakers and/or including resource materials when possible
- Ensure that each participant has the necessary resources to participate in the program
- Develop a plan for publicizing the Bible Study Program and recruiting participants
- Prepare the meeting room and greet participants as they arrive
- Lead the group through the readings while encouraging and motivating the participants in the discussion
- Guide prayer and create an environment where open communication and faith-filled sharing can occur
- Liaise with Pastor and/or Pastoral Team on an ongoing basis for guidance and support

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

- Fully initiated member of the Catholic Church in good standing



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- Must be at least 18 years of age
- Recognized within the parish community as a person of good reputation
- Familiar with the processes and pedagogy involved in the coordination and delivery of a Bible Study Program
- Possesses a good knowledge of the teachings of the Catholic Church, Theology and Scripture
- Has appropriate leadership and facilitation skills
- Can relate effectively and communicate clearly with others
- Possesses good organizational skills
- 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
- Honest, dependable and can maintain strict confidentiality
- Needs to be a person of prayer
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

◆ Screening Requirements

This is a General Risk Position

Note: When a minor under 18 years old participates in this ministry, High Risk screening is required for adults over 18 years. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ Orientation and Training

Standard parish orientation program, including AODA training, and training provided by previous Bible Study Coordinator or Pastor. Other training may be required as determined by Pastor.



◆ **Participant Group**

People attending the Bible Study Program and the parish community.

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

_____ year term with the ability to renew. (*General Risk*).

One (1) year term with the ability to renew (*High Risk*).

◆ **Benefits and Working Conditions**

- Will directly contribute to participants’ spiritual development
- Will further develop leadership and organizational skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Bible Study Coordinator** currently practised at, _____ Parish.

Pastor’s Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator’s Signature**

COORDINATOR NAME

Date



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Prepared by: Archdiocese of Toronto, Volunteer Screening Department