



Ministry Position: Core Team Member

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Pastor, relevant Ministry Leader and/or Event Manager, the Core Team Member is responsible for the implementation of programs and services, ministering directly to participants and providing assistance as necessary.

The responsibilities outlined in this description apply to those volunteering in singular events, such as Steubenville Toronto, EDGE Camp, LifeTeen, etc.

◆ Activities/Responsibilities

- Be present for and assist in executing events at the parish related to relevant Ministry
- Invite and motivate parish members to attend and participate in Ministry events
- Assist with retreats, faith sharing opportunities and formation, as necessary
- Bring to the attention of Ministry Leaders, Event Managers and/or the Pastor, any matters related to the needs of participants
- Engage in conversations with participants, based on their own comfort levels
- Make recommendations to Ministry Leader and/or Pastor, if requested, for resource materials, referring agencies, budget and facility usage, regarding the Ministry
- Communicate frequently with the Ministry Leader regarding the activities of the program
- Be available for meetings and training on both the parish and diocesan levels

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 related to Event:
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◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church in good standing
- Recognized within the parish community as a person of good reputation
- Appropriate leadership and organizational skills



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- Familiar with the Liturgy and the teachings of the Catholic Church
- Can relate effectively and communicate clearly with others
- The ability to motivate, enable and engage others
- The ability to facilitate meetings and group dynamics
- In cases of emergency, knows contacts and/or procedures
- 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
- Comfortable mentoring and witnessing to her/his personal faith
- 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 High Risk Position

Note: This position can be General Risk if:

- NO minors under 18 or other vulnerable community members participate
- Volunteer DO NOT have access to parish keys or other parish assets

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**



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Standard parish orientation program, including AODA training. Additional training provided through the relevant Archdiocese Office, Ministry Leader or Event Manager.

◆ **Participant Group**

Specific ministry participants (e.g. youth), other Core Team Members

◆ **Support, Supervision and Evaluation**

The Pastor and/or Ministry Leader are the first level of support, supervision and evaluation. Support may also be offered through the relevant Archdiocese Office.

◆ **Length of Ministry Appointment**

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

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

◆ **Benefits and Working Conditions**

- Will directly contribute to the spiritual formation of the parishioners
- Will directly contribute to the social well-being of the parish community
- Will further develop leadership, presentation and facilitation skills
- Will enhance personal growth of faith
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Be available to attend all regularly scheduled meetings
- 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 **Core Team Member** currently practised at, _____ Parish.



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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