



Ministry Position: Parish Fundraising Committee Coordinator

Date Last Reviewed: July 2019

◆ **Position Overview**

The Parish Fundraising Committee is a group established to raise funds for the parish. The Committee shall seek direction from Pastor regarding collection and use of donations. The Coordinator organizes and oversees the work of the Parish Fundraising Committee.

◆ **Activities/Responsibilities**

- Coordinate parish fundraising on behalf of the Pastor and assign tasks to members
- Maintain contact list of Parish Fundraising Committee Members and Team Leaders
- Make recommendations to the Pastor for fundraising activities to increase revenue from fundraising
- Assist the Pastor in the preparation and presentation of the parish Fundraising Plan in consultation with other groups and in accordance with goals set by the Parish Council
- Liaise between the Pastor and ministries seeking authority for planning assistance with a targeted fundraising activity
- Participate in the preparation of financial statements reflecting fundraising activities and outcomes, and report to the Finance Council periodically as activities are completed
- Ensure familiarization with execution of security procedures developed by Finance Council
- Refer any financial commitments or contracts or in excess of \$ 500 dollars between the parish and outside parties to the Pastor and or Finance Council before they are signed
- Schedule follow-up visits when necessary to secure generous donations
- Ensure pledge cards are completed appropriately and assist with counting of funds if handling money

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**



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- Registered and in good standing with the Church, Pastor and community
- Must be at least 18 years of age
- Recognized within the parish community as a person of good reputation
- Accurate counting and recording skills with previous counting experience recommended
- Has the ability to work with others as a team

◆ **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
- Able to collaborate well with others and enjoys teamwork

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

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 the Pastor.

◆ **Participant Group**

Other Parish Fundraising Committee Members.

◆ **Support, Supervision and Evaluation**

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

◆ **Length of Ministry Appointment**

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



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◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community
- Will further develop relational skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- 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.

<p>This Ministry Position Description accurately reflects the ministry of <u>Parish Fundraising Committee Coordinator</u> currently practised at, _____ Parish.</p>		
<p>Pastor's Signature</p> <p>PASTOR NAME</p>	<p>Parish Volunteer Screening Coordinator's Signature</p> <p>COORDINATOR NAME</p>	<p>Date</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department