



Ministry Position: Refugee Sponsorship Committee Member

Date Last Reviewed: July 2019

◆ Position Overview

The Refugee Sponsorship Committee partners with the Office for Refugees, Archdiocese of Toronto (ORAT) and the Government of Canada to assist in resettling a refugee family who has fled their country due to a well-founded fear of persecution for reasons of race, religion, nationality, membership of a particular social group or political opinion. Sponsorship Committee members will have a variety of responsibilities throughout the year – from picking the family up at the airport to helping the family find employment. Committee members may choose to focus on several parts of the settlement process or just one, depending on their gifts as well as the level of commitment they are able to give.

◆ Activities/Responsibilities

- *Please see Chair for a copy of the ORAT Settlement Plan for comprehensive list of responsibilities*
- Coordinate all aspects of newcomer settlement: looking for housing, budget planning, opening a bank account, registering children for school, visiting with the family
- Assist in completing paper work to submit refugee sponsorship application as required by Citizenship and Immigration Canada
- Communicate with the family pre-arrival
- Organize fundraising events
- Request donations (used furniture, clothing, gift certificates) from the parish

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:
•
•
•
•

◆ Skills, Experience and Qualifications

- Is an active participant in parish worship
- Demonstrates the ability to work with others in the committee



◆ **Personal Traits and Qualities**

- Compassion for refugee families
- Commitment to Settlement Committee and refugee families for the entire duration of the sponsorship process
- Patience and understanding with committee members and refugee families
- Cultural sensitivity
- Comfortable with being accountable and sensitive to the observance of proper boundaries

◆ **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. ORAT Information Session and ORAT Settlement Training

◆ **Participant Group**

Refugee Families

◆ **Support, Supervision and Evaluation**

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

◆ **Length of Ministry Appointment**

One to Two (1 -2) year term, depending on preparation time before family arrives plus a one (1) year Settlement commitment. There are special cases where a 2-year settlement commitment may be required.



Archdiocese
of Toronto

◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the 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.

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>Refugee Sponsorship Committee Member</u> currently practised at, _____ Parish.</p>		
<p>Pastor’s Signature</p> <p>PASTOR NAME</p> <p>_____</p>	<p>Parish Volunteer Screening Coordinator’s Signature</p> <p>COORDINATOR NAME</p> <p>_____</p>	<p>Date</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department