



Archdiocese
of Toronto

Ministry Position: ShareLife Campaign Chairperson

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Pastor, the ShareLife Campaign Chairperson animates and communicates the ShareLife Campaign to parishioners. Together with the Pastor, the ShareLife Campaign Chairperson ensures that the overall campaign plan is carried out within the time frame established. They ensure that ShareLife Campaign Committee Members understand the plan and the responsibilities assigned to them.

◆ Activities/Responsibilities

- Maintain contact list of ShareLife Campaign Committee Members
- Ensure any changes in the list of ShareLife Campaign Committee Members are communicated promptly to the Parish Volunteer Screening Committee
- Assist Pastor with volunteer recruitment, education and organization related to the ShareLife Campaign
- Organize and execute ShareLife Campaign events at the parish
- Familiar with ShareLife's family of agencies
- Make announcements regarding the ShareLife Campaign from the Altar
- Plan and deliver ShareLife presentations
- Arrange for guest speakers to present at the parish
- Arrange viewing of ShareLife video when appropriate
- Ensure other activities are planned to raise awareness of the ShareLife Campaign
- Report results to the ShareLife Office at the Archdiocese of Toronto on ShareLife Sunday or Monday
- Ensure that accurate reports are made to the ShareLife Office on a bi-weekly basis
- Ensure utilization of campaign materials, i.e. posters, banners, lawn signs
- Ensure that all actions on the Parish Campaign plan are carried out
- May recruit other members to assist with these activities
- Liaise with the Pastor and ShareLife Office at the Archdiocese of Toronto for feedback and support
- Schedule, coordinate and is present for all meetings as required
- Observe discretion in the confidential matters arising from the ShareLife Campaign

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**

- Registered member of the Catholic Church in good standing.
- 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 appropriate leadership, organizational and presentation skills
- Can clearly and effectively communicate with others both verbally and written
- Has knowledge of ShareLife’s family of agencies
- Skills in accounting and/or finance would be an asset

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to the ShareLife Campaign
- Honest, dependable and can maintain strict confidentiality
- Social and persuasive communicator
- Sufficient maturity to exercise this ministry with proper attention
- Pays close attention to detail
- Demonstrates a spirit of generosity and creativity

◆ **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



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- 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 ShareLife Office at the Archdiocese of Toronto.

◆ **Participant Group**

ShareLife Campaign Committee Members and parishioners.

◆ **Support, Supervision and Evaluation**

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

◆ **Length of Ministry Appointment**

Two (2) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will have a direct impact on the financial aid given to ShareLife's family of agencies
- Will further develop leadership and presentation 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 **ShareLife Campaign Chairperson** 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