



Ministry Position: ShareLife Campaign Committee Member

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the ShareLife Campaign Chairperson, the ShareLife Campaign Committee Member works as part of a team arranging various activities and events to further the success of the ShareLife Campaign.

◆ Activities/Responsibilities

- Assist in the planning of ShareLife presentations and delivers presentations when called upon
- Assist guest speakers who are presenting at the parish
- Assist in organizing and executing ShareLife Campaign events at the parish
- Arrange viewing of ShareLife video when appropriate
- Make announcements regarding the ShareLife Campaign from the Altar
- Familiar with ShareLife’s family of agencies
- Ensure all donations are reported to the ShareLife Campaign Chairperson
- Utilize campaign materials, i.e. posters, banners, lawn signs
- Assist with all actions of the Parish Campaign plan
- Be 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



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- Has appropriate organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written
- Has knowledge of ShareLife's family of agencies

◆ **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
- Able to collaborate well with others and enjoys teamwork
- Sufficient maturity to exercise this ministry with proper attention
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a General Risk Position

Note: This position will be considered High Risk if any committee members will be handling campaign money, or attending presentations or events in schools on behalf of ShareLife. 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 the ShareLife Office at the Archdiocese of Toronto.

◆ **Participant Group**

Parishioners

◆ **Support, Supervision and Evaluation**



Archdiocese of Toronto

The Pastor and/or ShareLife Campaign Chairperson 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 presentation, team working 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.

<p>This Ministry Position Description accurately reflects the ministry of <u>ShareLife Campaign 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