



Archdiocese
of Toronto

Ministry Position: Mothers Group Leader/Coordinator

Date Last Reviewed: June 2019

◆ Position Overview

In partnership with CatholicMomsGroup.com and under the direction of the Pastor, the Mothers Group Leader starts, oversees and supports the Mothers Group at the parish. They will gather mothers on an ongoing basis (usually monthly) to pray, reflect, learn about the Catholic faith, read scripture and encourage fellowship among moms in a parish.

◆ Activities/Responsibilities

- Plan, develop and initiate Mothers Group meetings by using materials provided in the Mothers Group Starter Kit, scheduling clergy and religious guests, as well as speakers approved by Dynamic Women Association of Ontario (DWAO) and Pastor
- Maintain contact list of Mothers Group members and those interested in joining
- Submit a monthly report to DWAO on the Mothers Group meeting including email addresses of new members
- Promote the Mothers Group meetings and ministry events by putting CatholicMomsGroup.com posters, brochures, bookmarks at the back of the church, putting announcements in the church bulletin, participating in the ministry fair and sending out emails in between meetings
- Coordinate and support other Mothers Group and DWAO related activities.
- Develop and promote special Mothers Group events within the parish
- Bring any matters related to the spiritual needs of members to the attention of the Pastor
- Encourage members to actively participate in Mothers Group meetings
- Liaise with DWAO for ongoing support, direction and problem solving
- Ensure that CatholicMomsGroup.com and other approved materials are available for the program and to communicate the purchase of required resources to the Pastor
- Observe confidentiality with private matters of the moms in the Mothers Group
- When possible, order a monthly Mass for the intentions of the moms in her Mothers Group
- Refrain from using Mothers Group as a space for promoting or persuading member engagement in other Catholic Church associations and movements
- Submit an annual plan to DWAO or her pastor for review at the beginning of each school year

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

- Fully initiated 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
- Must have a good understanding of and commitment to the principles and purposes of the CatholicMomsGroup.com (DWAO) as presented in the ministry workshop
- Must have a working knowledge of Scripture and the teachings of the Catholic Church
- Has appropriate leadership and facilitation skills
- Has good organizational skills
- Has the ability to plan meetings given a template and suggested materials
- Can relate effectively and communicate clearly with others
- In cases of emergency, knows contacts and/or procedures

◆ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- A prayerful leader who is open to study scripture and theology and a deepening spiritual life
- Honest, dependable and can maintain strict confidentiality
- Respects the dignity of the vocation of motherhood
- Respects both stay at home moms and working moms
- Coachable and willing to learn
- Comfortable in the presence of moms opening up about their daily concerns
- Able to navigate questions about the Catholic faith and will seek answers
- At ease with social encounters
- Friendly, patient and has good relational skills
- 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 General Risk position.



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- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Dynamic Women Association of Ontario (CatholicMomsGroup.com) conducts a How to Start a Mothers Group Workshop.

◆ **Participant Group**

Mothers Group members and others interested in joining the Mothers Group.

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation. DWAO often visits individual Mothers Groups, hosts coaching sessions and planning meetings for the purposes of support and supervision.

◆ **Length of Ministry Appointment**

_____ year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly contribute to the spiritual and community life of the parish
- Will meet like-minded moms that will support and encourage the vocation of motherhood
- Will have prayer partners and grow spiritually through prayer and catechesis
- Will further develop leadership, communication and facilitation skills
- Will develop a network of moms in the Archdiocese of Toronto
- Will learn more about the Catholic faith through participation in ministry events
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of 0.5 hours per week/ 3 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.



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This Ministry Position Description accurately reflects the ministry of **Mothers Group Leader/Coordinator** currently practised at,
_____ Parish .

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department