



Ministry Position: Outreach Program, Server

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Outreach Program Coordinator, the Outreach Program Server ensures that the participants receive their meals and refreshments and have the opportunity to talk to the participants while serving them.

◆ Activities/Responsibilities

- Take meals from the kitchen and serves them to the participants
- Establish a warm and courteous friendship while serving
- Available for set-up, clean-up and other functions as required
- Adhere to the schedule prepared by the Outreach Program Coordinator
- Responsible for advising the Outreach Program Coordinator in the event that the Server is unavailable on their scheduled date

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

- Active participant in parish worship
- Must be at least 16 years of age
- Must actively practice good hygiene and food safety
- Recognized within the parish community as a person of good reputation
- 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
- Honest, trustworthy and enthusiastic



Archdiocese of Toronto

- Able to communicate well with others
- At ease with social encounters, and can look people in the eye
- Friendly, patient and has good relational skills
- Has the ability to work independently or as part of a team
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

◆ **Screening Requirements**

This is a General Risk Position

Note: When volunteers work unsupervised with members of vulnerable communities, High Risk screening is required for this ministry position. 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.

◆ **Participant Group**

Those receiving meals in various Outreach Programs at the parish.

◆ **Support, Supervision and Evaluation**

The Outreach Program Coordinator is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One-year term with the ability to renew (*High Risk)

_____ year term with the ability to renew. (General Risk)



◆ **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.
- 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 **Outreach Program, Server** 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