



**Ministry Position: Parish Event Activities Coordinator/Leader**

**Date Last Reviewed: July 2019**

**◆ Position Overview**

The Parish Event Activities Coordinator/Leader offers support at parish events at the request of the Pastor and supports the Pastor with coordinating all aspects of the activities at the event. Events may include annual Parish Children’s Christmas Party, Easter Celebration, and any ad-hoc events requested on behalf of the Pastor periodically throughout the year for the purpose of the parish.

**◆ Activities/Responsibilities**

- Coordinate the scheduling of Parish Event Activities Members/Helpers
- Coordinate with Parish Screening Committee to ensure that all Parish Event Activities Members/Helpers participating are appropriately screened prior to participating at the event
- Delegate tasks to set-up tables, coordinates any food and beverage set-up
- Greet attendees in a welcoming and courteous manor
- Maintain cleanliness and organization of reception/guest area
- Assist with event set-up which may include set-up of tables and straightening chairs in parish hall or event location (i.e. for events held off parish property)
- Support the re-stocking of any supplies or food and beverage set-up as required
- May provide assistance with making coffee and re-fill of tea pots
- Re-stock meeting room materials from event, amenities, food and beverages, etc.
- Ensure all supplies are organized and working in parish hall (or event location if off-site)
- Conduct start and end-of-day walk-through of parish hall (or event location if off-site)
- Assist with any other activities assigned by Pastor

**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.**

<b>Other specifics:</b>
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**◆ Skills, Experience and Qualifications**

- Practicing Catholic as understood by the Church



## Archdiocese of Toronto

- In good standing with the parish
- Must be 18 years of age or older
- Recognized within the parish community as a person of solid reputation

### ◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, trustworthy and enthusiastic.
- Can communicate well with others
- 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 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.

### ◆ **Participant Group**

Members of the parish and local community.

### ◆ **Support, Supervision and Evaluation**

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

### ◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.



◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish 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 **Parish Event Activities Coordinator/Leader** 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**