



Ministry Position: Parish Event Activities Helper

Date Last Reviewed: July 2019

◆ **Position Overview**

The Parish Event Activities Helper offers support at parish events at the request of the Pastor. 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**

- 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 with re-stocking of any supplies or food and beverage set-up as required
- May include assistance with making coffee and re-fill of tea pots
- Re-stock meeting room materials from event, amenities and food and beverage, 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.

Other specifics:
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◆ **Skills, Experience and Qualifications**

- Practicing Catholic as understood by the Church
- Recognized within the parish community as a person of solid reputation
- In good standing with the parish



◆ **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 General Risk Position

Note: When a minor under 18 years old participates in this ministry, High Risk screening is required for adults over 18 years. 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**

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**



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- Will directly contribute to the social well-being of the parish community.
- Will further develop relational skills, leadership skills and communication 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.

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 Helper** 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