



Ministry Position: Religious Articles Purchaser

Date Last Reviewed: July 2019

◆ **Position Overview**

Under the direction of the Pastor, the Religious Articles Purchaser maintains an inventory of religious articles and books available for purchase by parishioners.

◆ **Activities/Responsibilities**

- Arrange consignment and purchasing of religious articles from distributors
- Communicate any necessary information with the Religious Articles Vendor
- Maintain a budget detailing all religious articles purchased and sold
- Prepare an annual budget report for the Pastor
- Maintain and controls inventory of all religious articles
- Responsible for the proper management of the religious articles bank account
- Must provide a bank account summary and balance at the request of the Pastor
- Set all prices of religious articles
- Liaise with the Parish Finance Council
- Return unsold consignment merchandise to distributor(s)
- Endeavor to acquire religious articles as requested by parishioners
- In collaboration with the Religious Articles Vendor, arranges religious articles in display cabinet

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 with the parish
- Must be at least 18 years of age
- Has basic accounting skills



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- Retail and/or purchasing experience is an asset
- Has an awareness of the needs and interests of the parishioners
- Has good organizational skills

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest and trustworthy and dependable.
- Has the ability to work independently or as part of a team
- Has the proper respect and reverence for religious articles and their spiritual meaning

◆ **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, and training provided by previous Religious Articles Purchaser.

◆ **Participant Group**

Parishioners and Religious Articles Vendor(s).

◆ **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 further develop retail and purchasing and accounting skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- Must be able to travel to distributors
- 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>Retail Articles Purchaser</u> currently practised at, _____ Parish.</p>		
<p>Pastor's Signature</p> <p>_____</p> <p>PASTOR NAME</p>	<p>Parish Volunteer Screening Coordinator's Signature</p> <p>_____</p> <p>COORDINATOR NAME</p>	<p>Date</p> <p>_____</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department