



Ministry Position: Religious Articles Vendor

Date Last Reviewed: July 2019

◆ Position Overview

The Religious Articles Vendor sells religious articles and books at the parish during scheduled hours.

◆ Activities/Responsibilities

- Sell religious articles during scheduled hours
- Arrive promptly and stay until shift is completed
- If unable to attend as scheduled, contact another Religious Articles Vendor or the Pastor to arrange alternate coverage
- Assist arrangement of religious articles in display cabinet and ensures the display cabinets are always tidy
- Assist customers in purchasing and making change
- Responsible for keys and pass codes for all cabinets and storage areas pertaining to religious articles for sale
- Count cash at beginning and end of shift, ensuring that funds and sales are balanced
- Keep a record of all purchases to assist with inventory
- Provide a monthly report to Religious Articles Purchaser
- Communicate any issues that arise to Religious Articles Purchaser regarding parishioners' requests and/or concerns

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 skills in dealing with money and banking



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- Has good organization and record keeping skills
- Retail experience is an asset
- Familiar with the religious articles being sold at the parish

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Able to work under pressure with patience and flexibility
- Honest, 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 Vendor.

◆ **Participant Group**

Parishioners and other Religious Articles Vendors.

◆ **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.



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◆ **Benefits and Working Conditions**

- Will further develop retail and accounting skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Will have access to private storage areas and parish property, etc.
- 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 **Religious Articles Vendor** 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