



Ministry Position: Social Committee Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

The Social Committee helps to promote a welcoming, receptive and active social environment in the parish by planning and implementing various social events, celebrations and activities occurring at the parish. Under the direction of the Pastor, the Social Committee Coordinator oversees all aspects of these events.

◆ Activities/Responsibilities

- Maintain a current contact list of Social Committee Members and Event Volunteers
- Ensure any changes in the list of Social Committee Members and Volunteers are communicated promptly to the Parish Volunteer Screening Committee
- In consultation with the Pastor, establish a yearly plan for various social events, celebrations and activities occurring at the parish
- Schedule and chair meetings of the Social Committee
- Ensure that there is an adequate amount of volunteers scheduled for all social events
- Arrange for training and orientation for new volunteers to familiarize them with the requirements of the position
- Encourage, motivate and support any volunteers that may be present for social events
- Meets occasionally with the Pastor to review the parish calendar of events
- Ensure there are sufficient supplies, materials and other items as required
- Prepare financial reports of the various activities as requested by the 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

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age



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- Recognized within the parish community as a person of solid reputation
- Has been an active member of the parish for at least 2 years
- Has appropriate leadership and organizational skills
- Ability to facilitate meetings and plan and implement programs
- Has an ability to relate and communicate effectively with others
- Has the ability to motivate others and delegate responsibilities as needed
- 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
- Friendly, patient and has good relational skills.
- Pays close attention to detail
- Demonstrates a spirit of generosity and creativity

◆ **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**

Social Committee Members, Volunteers and those participating in the various events.

◆ **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 organizational and leadership skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- May be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions
- 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 **Social Committee Coordinator** 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