



Ministry Position: Social Committee Member

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. The Social Committee Member assists in the planning and organization of these events.

◆ Activities/Responsibilities

- Available for meetings to discuss and plan the various social events occurring at the parish
- Assist in organizing the various aspects of a scheduled social event, which may include arranging catering orders, food preparation, hall reservations, selling tickets, etc.
- Available for set-up and clean-up of parish halls during scheduled events
- Order various supplies, materials and other items as required
- Present to perform various activities during the event and/or celebration, which may include serving food, preparing games, arranging for prizes and raffle items, etc.

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
- Recognized within the parish community as a person of solid reputation
- Has an ability to relate and communicate effectively with others
- 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



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- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a General Risk position.

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

◆ **Participant Group**

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

◆ **Support, Supervision and Evaluation**

The Social Committee Coordinator is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

Click here to enter either Three or Five (3 or 5) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community.
- 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 Member** currently practised at, **Click here to enter Parish name.**



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Pastor's Signature (Click here to enter the Pastor's name)	Parish Volunteer Screening Coordinator's Signature (Click here to enter the Coordinator's name)	Date
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Prepared by: Archdiocese of Toronto, Volunteer Screening Department