



**Ministry Position: Totus Tuus Parish Coordinator**

**Date Last Reviewed: July 2019**

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**◆ Position Overview**

The Totus Tuus Parish Coordinator is responsible for coordinating promotion and registration for the program, overseeing the use of facilities, and providing for the needs of the teachers involved.

**◆ Activities/Responsibilities**

- Schedule a priest(s) for daily Mass and Confession, as well as Adoration and Confession on Tuesday night
- Provide snacks for the evening program
- Recruit and train Totus Tuus Camp Volunteers for the day camp
- Organize and promote the potluck as well as set-up and clean-up
- Reserve facilities for the team and helping to set them up if possible
- Promote Totus Tuus, collect registrations and provide name tags for the participants
- Arrange for accommodations and meals for teachers
- Be available during the parish week to deal with any issues that arise

**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.**

<b>Other specifics:</b>
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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 good reputation
- Demonstrates maturity and professionalism
- Can relate effectively and communicate clearly with others, especially youth
- In cases of emergency, knows contacts and/or procedures
- Willing to participate in ongoing formation



### ◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Needs to be a person of prayer
- Honest, dependable and can maintain strict confidentiality
- Sufficient maturity to exercise this ministry with proper attention
- Shows energy, enthusiasm and a concern for youth and their families
- Comfortable sharing her/his personal time, talents and faith
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

### ◆ **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, as well as resources provided through the Vocations Office at the Archdiocese of Toronto.

### ◆ **Participant Group**

Totus Tuus teachers, youth, and their families. Parish Priest, hosting families and Camp Volunteers

### ◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation. Support is also offered through the Vocations Office, Archdiocese of Toronto.

### ◆ **Length of Ministry Appointment**

Two (2) year term with the ability to renew.



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of Toronto

◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community
- Will enhance personal growth of faith
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position which requires a time commitment of approx. 4 hours per week over the course of 2-3 months as well as 6-8 hours/day during the Parish Week

*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 **Totus Tuus Program 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**