

Responsible Ministry and Safe Environment Policy

Roman Catholic Diocese of Victoria

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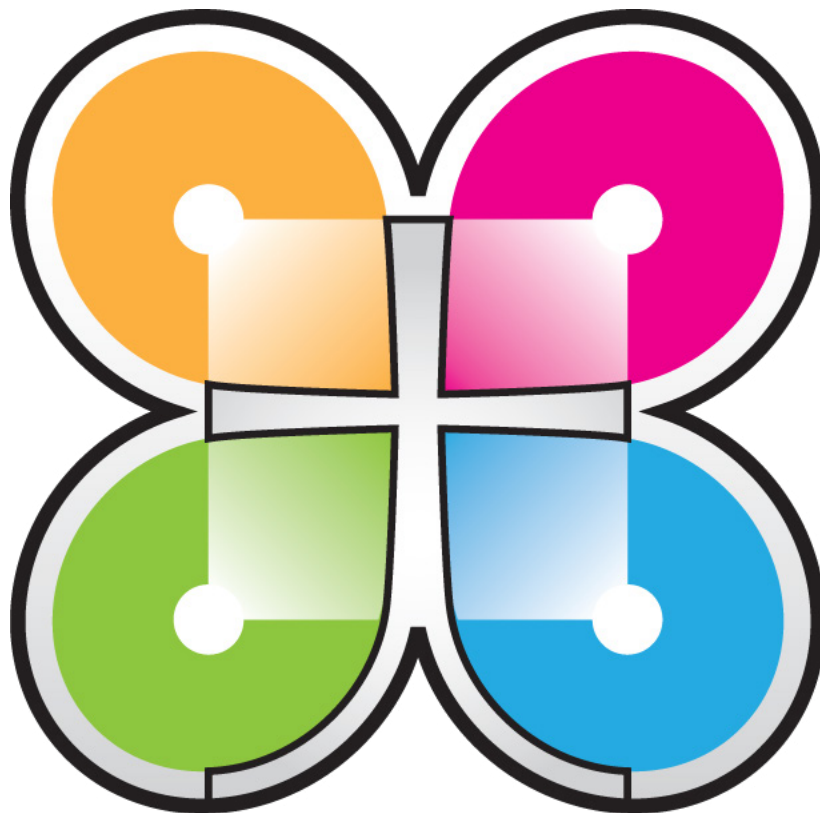
About the RMSE Logo

The RMSE logo depicts four separate areas, each a different colour and each representing a different aspect of RMSE:

- Diocese of Victoria (blue)
- Parishes (green)
- Clergy, Employee and Volunteers (yellow)
- Vulnerable Persons (pink)

The areas, which themselves represent people looking up to God, are linked by the central theme of the Cross, which joins His people in unity.

The overall shape is reminiscent of a butterfly, which is sometimes seen as a symbol of resurrection, change, rebirth and hope.



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A Introduction

A.1 Guiding Principles

As a local faith community of the Catholic Church, the Diocese of Victoria upholds and promotes the values expressed in the Gospel of Jesus Christ and in the teachings and laws of the Catholic Church. This means, among other things, that the Diocese takes a stance of deep respect for the dignity of all persons and commits itself to the wellbeing of all persons.

In the Diocese of Victoria this is demonstrated by the provision of carefully planned activities for children, young people and adults; the careful selection and appointment of those working with children, young people and older, more vulnerable people; supporting individuals and families under stress; caring for those hurt by abuse in the past; and ministering to and managing those who have caused harm.

The Diocese upholds the fundamental goodness of all that God has created. The Diocese holds, further, that through the death and resurrection of Jesus all humanity has been redeemed, lifted up, and transformed. We are also deeply aware of the continuing weakness of human beings and the sinfulness present in humanity. We acknowledge that we must take seriously the possibility of misconduct – even among our own clergy, religious, employees and volunteers – and so the Diocese has put in place the Responsible Ministry and Safe Environment policies and procedures outlined in this document. These guidelines are designed to assist the Church in safeguarding children and vulnerable adults and responding with charity and justice to situations that involve misconduct.

A.2 Ethical Responsibilities

In every situation or allegation of misconduct by clergy, religious, a staff member, or a volunteer of the Diocese of Victoria, the Diocese will respond swiftly and compassionately, investigating all allegations, providing assistance to those in need of healing and reconciliation, and, taking any and all means to prevent a future occurrence of misconduct. Adhering to civil and canon law, working together with the Responsible Ministry Committee, psychological counsellors, the Chancellor of the Diocese, and the Diocesan insurer and legal counsel, the Diocese will provide a thorough and comprehensive response to resolve allegations of misconduct. The primary concern will be the wellbeing of all persons involved – both the one(s) who suffer the effects of misconduct and the one(s) who might be guilty of misconduct. The Diocese has a particular concern about the health and wellbeing of children and vulnerable adults who might be affected.

The Diocese will always act in accordance with the laws of Canada and of the Province of British Columbia. This Policy reflects the existing law of the Province of British Columbia, the laws of Canada, and current canonical norms. This Policy applies to all clergy, religious, employees, and volunteers of the Diocese.

The Seal of Confession is inviolable regarding information received in the confessional (Canon 983; 984).

A.3 Policy Objectives

This Policy sets out:

- employee and responsible ministry procedures;
- tools for evaluating ministry risks;
- clear definitions of what constitutes misconduct by clergy, religious, employees, and/or volunteers of the Diocese;
- procedures to be followed if a complaint of misconduct is made; and,
- the discipline that may be imposed.

The Policy is intended to provide a fair, objective, accountable, transparent, and compassionate response to all who may be involved in a misconduct allegation.

Complaints shall, so far as is reasonably possible and in accordance with applicable laws, be received, investigated and determined in confidence in order to respect the privacy of those involved.

Abuse of children and vulnerable adults is of special concern and will not be tolerated. Any person under investigation for, or found guilty of abuse of children shall be removed immediately from any ministry. Those under investigation for abuse of vulnerable adults may be removed from ministry until all investigations are completed. If proven guilty, the offender may not return to active ministry.

A.4 Policy Not Exhaustive

People suspecting that a child may be in need of protection – as defined under the laws of the Province of British Columbia – are required to report this to civil authorities. Clergy, religious, employees, and volunteers of the Diocese are expected to be familiar with and to comply with applicable child protection reporting requirements in the Province of British Columbia.

The procedures outlined in this Policy do not preclude a complainant from pursuing civil or criminal remedies, or from seeking legal counsel. If notice is received that the complainant intends to seek a civil or criminal remedy, the response of the Diocese of Victoria under this Policy may be suspended in whole or in part so as not to jeopardize the process and investigation. However, where a complaint is made to the Human Rights Commission of the Province of British Columbia, the procedures outlined in this Policy will normally proceed.

B Administrators of the Policy

B.1 Bishop

The Bishop shall appoint a delegate who represents him in receiving complaints of misconduct and conducting investigations of alleged misconduct (abuse). The Bishop's delegate – the Diocesan Responsible Ministry (DRM) Coordinator – will be responsible for the administration and implementation of these policies and procedures.

The DRM Coordinator shall not be the Judicial Vicar. This safeguard is intended to ensure that if a process of canonical adjudication is initiated, the Judicial Vicar will not have been directly involved in the preliminary procedures.

After being informed by the DRM of a complaint the Bishop shall not participate in the investigation or the review of any complaint under this Policy prior to receiving the DRM Coordinator's final report. The Bishop shall be the final adjudicator of any complaint that is brought before him and shall be responsible for determining what action, if any, will be taken.

If the Bishop is himself accused of misconduct, depending on the nature of the accusation, he may in consultation with the Advisory Committee, choose that the Vicar General assume his functions relative to the Responsible Ministry and Safe Environment Policy.

If the Episcopal See becomes impeded because of a serious accusation of misconduct, the Vicar General will assume the administrative duties of the Diocese according to the provisions of Canon Law in such cases.

B.2 The Diocesan Responsible Ministry Coordinator

The DRM Coordinator shall be responsible to the Bishop and consult with the Bishop in administering this Policy. All complaints of alleged misconduct under this Policy shall be forwarded to the DRM Coordinator. If the DRM Coordinator is himself or herself the subject of a complaint, the Advisory Committee shall request that the Bishop appoint an Alternate DRM Coordinator.

The DRM Coordinator shall consult with and report to an Advisory Committee. The DRM Coordinator shall conduct an independent assessment of any complaints pursuant to the Policy. If the DRM or the Advisory Committee determines that it is necessary, they shall appoint an Investigator to conduct an independent investigation into the complaint.

The DRM Coordinator is not the adjudicator of any complaint under this Policy but with the Advisory Committee shall make recommendations to the Bishop as to what action, if any, should be taken at the completion of the investigation.

See Appendix O-10: DRM Coordinator's position description and responsibilities.

B.3 Alternate Diocesan Ministry Coordinator

In cases where there is a conflict of interest (actual or perceived) or for other compelling reasons, the Bishop may, on his own initiative or upon the request of the DRM Coordinator, Advisory Committee, the complainant, or the accused, appoint an Alternate DRM Coordinator.

The Alternate shall, as directed by the Advisory Committee, either:

- act as a consultant to the DRM Coordinator; or
- act in place of – or on behalf of – the DRM Coordinator.

B.4 Investigator

If the DRM Coordinator and/or the Advisory Committee determines it is necessary or desirable, he shall appoint an Investigator who shall have the same duties and responsibilities as the DRM Coordinator in the course of the investigation and shall submit a written report of the findings to the DRM Coordinator.

B.5 Advisory Committee for Responsible Ministry and Safe Environment Policy

The Advisory Committee for Responsible Ministry is appointed by the Bishop and is responsible to him through the DRM Coordinator, who will act as chair.

The Advisory Committee will:

- provide the DRM Coordinator with strategic advice and direction for the Responsible Ministry and Safe Environment Policy;
- oversee the implementation of the Policy at the diocesan and parish level including monitoring and evaluation of the policy;
- receive notification of investigations or complaints and assist the DRM coordinator with investigations as required;
- sign off on any annual and final reports;
- advise and/or provide communication to parishes;
- support the Parish Coordinators in meeting the Policy goals and objectives, timelines and reporting requirements; and,
- receive all “positive” criminal record checks and provide recommendations regarding the person’s suitability for ministry or employment.

The Committee meets at least three times a year and its membership is comprised of between six and nine people including the chair.

Membership may include:

- The Bishop
- The Vicar General
- The Chancellor
- Social Worker
- Psychologist

- Communications and Public Relations Representative
- Child Advocate
- Representative from the Laity
- Canon Lawyer
- Civil Lawyer

See Appendix O-8: Advisory Committee Terms of Reference.

B.6 Parish Responsible Ministry Coordinator

Pastors in each parish will appoint a Parish Responsible Ministry (PRM) Coordinator who is accountable and responsible for the day-to-day administration of the Responsible Ministry and Safe Environment Policy within the parish. He/she works closely with the DRM Coordinator.

The PRM Coordinator's general areas of responsibility include:

- providing orientation and education regarding the Responsible Ministry Policy to parishes
- managing the processing of documents for screening staff and volunteers within their parish, and sending documents to the DRM Coordinator (e.g., criminal record check forms)
- maintaining a record of complaints and procedural actions taken to cope with such complaints within their parish
- assisting in adoption and evaluation of the Responsible Ministry Policy
- engaging in ongoing training as needed.

Ideally, the PRM Coordinator will not be someone who is extensively involved in children/youth ministry coordination so that a situation of bias is avoided.

See Appendix O-10: PRM Coordinator's position description and responsibilities.

B.7 Confidentiality

The Diocese of Victoria will maintain the confidentiality of the complainant and the accused person during the processes covered by this Policy to the extent that it is possible. However, should the complaint or the circumstances surrounding it become public, the DRM Coordinator, after consultation with the Advisory Committee, will recommend to the Bishop a person to be appointed as a media spokesperson to represent the Diocese.

The DRM Coordinator will ensure that the media spokesperson:

- has a copy of this Policy;
- understands the sensitivity of the issues involved and the desire of the Diocese to maintain confidentiality at all times; and,
- is kept apprised of new developments in the case.

B.8 Accountability

The Diocese of Victoria will maintain an Advisory Committee to review pertinent Responsible Ministry and Safe Environment policies and procedures. This ensures a proactive approach is taken to the safety and wellbeing of parishioners, clergy, religious, employees, and volunteers within the Diocese. The Advisory Committee will also be tasked with implementing the policies, monitoring progress, and providing assistance to parishes addressing any audit deficiencies.

Procedure

- All clergy, religious, employees, and volunteers of the Diocese will:
- be given a copy of the Responsible Ministry and Safe Environment Policies;
- participate in available prevention education, and/or training programs offered by the Diocese as appropriate to their ministry;
- complete the volunteer or employee screening process;
- obtain a criminal record check every five years; and,
- read, understand, and sign the Covenant of Care Agreement which ensures that those working for the Diocese/parish clearly understand the accepted behaviour that all must follow.

C Volunteer Screening Policy

In order to protect those who provide and benefit from ministry, potential volunteers must follow formal screening steps designed to create and maintain a safe environment. This process involves identifying any activity or any ministry position that could place children, youth or other vulnerable persons at risk of being harmed.

The screening process involves discerning the suitability of an individual for a volunteer position. It ensures that the most appropriate match is made between the volunteer and the position. Volunteers serve at the invitation of the parish and /or Diocese and there is no obligation to bring on or retain volunteers in ministry positions.

Volunteer screening will be conducted by the Parish Responsible Ministry Coordinator (PRM) in consultation with the Pastor.

C.1 Determining Risk

The nature of the ministry and the inherent level of risks involved dictate the need for screening. Consequently, the greater the risk, the greater the degree of screening that is to be completed. All positions are to be classified as low, medium or high risk. When in doubt a position will be categorized as high risk.

The criteria used include: the participant, the setting, the nature of the activity, and the level of supervision. The need for screening reflects the nature of a given ministry and the inherent risks, not the volunteer. All high-risk activities that cannot be mitigated even with the volunteer and employee screening policies must be stopped immediately (e.g., in home catechetical instruction by someone other than parents or local guardians).

See Appendix O-12: Ministry Position Risk Ranking and Criteria for further clarification.

C.2 Position Descriptions

The PRM Coordinator, in conjunction with the pastor and leaders of the various ministries, will develop position descriptions for every ministry within the parish. The position description describes the level of risk, outlines the tasks, and establishes the ground rules for participants in that particular ministry. Sample position descriptions are provided in *Appendix O-13: Volunteer Position Descriptions*.

If a ministry position is not accurately reflected in the sample positions descriptions provided or is significantly different from the descriptions provided, please develop and submit a ministry position description to the Advisory Committee for review and approval.

C.3 Forms

A Volunteer Application Form (*see Appendix O-1*) is to be completed for all ministry volunteers. This form collects basic information such as the individual's name, address, phone number, and any previous experience as a volunteer. It also provides first level screening for volunteers who may have a criminal offense, since the applicant has a duty to disclose on Volunteer Application Form if they have a criminal record.

For low risk positions, the PRM Coordinator is responsible for reviewing the Volunteer Application Form, providing the volunteer with a position description and obtaining a signed Covenant of Care Agreement. If there is a potential criminal record flagged on the Volunteer Application Form, an interview must be conducted to determine the nature of the offense and suitability of the potential volunteer. These forms are to be kept in a confidential file at the parish.

Likewise, for medium and high-risk positions, the PRM Coordinator is responsible for reviewing the Volunteer Application Form, providing the volunteer with a position description and a signed Covenant of Care Agreement. In addition, the PRM Coordinator will ensure that interviews references and receipt of a criminal records check was obtained and recorded.

In order to ensure that all the information has been gathered a checklist and forms are provided.

See Appendices: O-18 General Risk Volunteer and O-19 High Risk Volunteer.

C.4 Interviews

In a parish community there are ordinarily two aspects under the Responsible Ministry Policy when conducting interviews with volunteers, Firstly, when being interviewed by the pastor and/or coordinator for a particular ministry in the parish volunteer the potential volunteer provides an opportunity to speak about his or her background, talents, skills, interests and availability thus helping determine the suitability of the volunteer for a particular ministry. Secondly, The PRM, having reviewed the contents of the interview will discuss and explain the Responsible Ministry Policy with the volunteers regarding responsibilities, boundaries, and expectations of the position. The meeting need not be long or difficult but must include questions directly related to risk concerns such as an individual's attitude and interpersonal style with children or vulnerable adults. Sample questions are provided in the *Appendix O-22: Possible Questions for Interviewing Potential Church Employees or Volunteers.*

C.5 Reference Checks

Reference checks are to be conducted for all those who volunteer in medium and high-risk positions. They provide further information about the background and skills of the applicant as well as another opinion on the suitability of the person for a particular ministry. Reference checks may be the most effective screening step that is undertaken during the screening process. No exceptions are to be made. The information a reference provides is confidential and not available to the volunteer without the referee's consent. A written record of the reference check is to be documented on the *Appendix O-1 Volunteer Application Form* and placed in the applicant's confidential file. At least two references must be checked for each volunteer.

C.6 Covenant of Care Agreement

The Diocese of Victoria is committed to providing a safe and secure environment for everyone. The specialized nature of church/school volunteering can, in many cases, place providers and recipients of services in vulnerable situations. Because a degree of vulnerability exists when clergy, religious, employees, and volunteers are alone with a child or vulnerable adult, those involved in this work must think and act carefully to avoid situations which could lead to embarrassment, accusations, or temptations. The safety and well-being of children and vulnerable adults is dependent upon the honesty and integrity of all clergy, religious, employees and volunteers. The Covenant of Care Agreement makes clear the expectations of behaviour for clergy, religious, employees and volunteers. Everyone is required to sign the Covenant of Care Agreement before beginning their ministry, employment or volunteer position. Please refer to *Appendix O-2: Covenant of Care Agreement*.

C.7 Criminal Record Check

All new volunteers for ministries considered medium or high risk (see O-23) must authorize the Criminal Record Review Program (CRRP) to conduct a Criminal Record Check and suitability assessment before being accepted as a volunteer.

Existing volunteers are required to renew their volunteer approval by updating their volunteer application and applying to the CRRP before the expiry of their current Criminal Record Check was approved. A current Clearance Letter must be on the volunteer's file in order for them to work as a volunteer in the Diocese of Victoria.

All clergy, religious and employees working within the Diocese of Victoria must provide a current Criminal Record Check before being hired. Employees and religious apply for a criminal record check through the RCMP or their local municipal police force.

General Information For Volunteers

- A Criminal Record Check is required for medium and high risk volunteer positions only;
- A Criminal Record Check under the Criminal Record Review Program (CRRP) is required at least once every five years and must be completed prior to commencement of volunteer employment with the diocese, parish or school.
- Given the time and cost of conducting a Criminal Record Check, it is appropriate that it be conducted during the final stages of the employment or volunteer screening process.
- A Criminal Record Check completed under the CRRP is sufficient to allow volunteers to work with any parish, school or other Catholic organization that falls under the auspices of the Diocese of Victoria. Criminal record checks completed under this program can also be shared with other organizations registered with CRRP.
- Criminal Record Checks are provided free of charge for volunteers of charitable organizations, but if costs are incurred, the employee or volunteer will be reimbursed.

Criminal Record Review Program

The Diocese of Victoria is enrolled in the Criminal Record Review Program (CRRP) Applicant-based Online Service provided by the BC Ministry of Justice. Under this program volunteers

consent to the CRRP checking for records of criminal charges and convictions to determine if the volunteer has a conviction or outstanding charge for any relevant or specified offences under the Criminal Records Review Act. CRRP then makes a determination as to whether a volunteer presents a risk to children or vulnerable adults and provides a suitability recommendation to the Diocese. The CRRP also reviews offences related to financial management (ie: theft, breach of trust, forgery, robbery, fraud, etc.)

Note: All personal information remains confidential. Neither the Diocese nor the parish will share this information in any way with any other agency, parish, diocese or person unless requested to do so by the volunteer.

CRRP process

- Volunteer obtains a Criminal Record Check as part of the Volunteer Application process;
- The Parish Responsible Ministry Coordinator or School Principal/Secretary will provide the web address and unique organizational access code. This code is required when completing the on-line application;
- Volunteer completes the application form on-line and submits to the CRRP. The application can be completed and submitted manually to the CRRP if the volunteer cannot complete it on-line. For those people who do not have access to a computer or who are unaccustomed to the on-line process please contact your Parish Secretary, Parish Responsible Ministry Coordinator or school staff for assistance;
- The CRRP will review the application and provide a thorough analysis. In some cases the CRRP will require finger printing to confirm identity see “Fingerprinting Process With CRRP” in the appendix O-__);
- Once the CRRP has reviewed the application there are three possible outcomes:
 1. CRRP determines that there is no risk and the volunteer is approved to work with children and vulnerable adults;
 2. Adjudication if risk is determined;
 3. Rejection of the volunteer’s application on the grounds that the person represents a threat or unacceptable risk to children or vulnerable adults or has a criminal background that would make them unsuitable for work with finances.
- If the CRRP determines that there is no risk then an approval email will be sent to the Diocesan Responsible Ministry Coordinator who will provide a copy to the parish or school for the volunteer’s file. Approval by the CRRP does not mean approval for the volunteer position as you will still need to meet the other requirements of the volunteer application process;
- If the CRRP determines that there is risk and further assessment is needed then they will send you a letter advising of the decision and clarifying what further information might be required. The CRRP will also advise the Diocesan Responsible Ministry Coordinator of the decision to adjudicate the application. The DRM will, in turn, advise the parish or school;
- If the CRRP finds that there is an unacceptable risk to children or vulnerable adults then the volunteer and DRM will be notified. The DRM will, in turn, notify the parish or school. You can request that the Registrar of the CRRP reconsider the decision. Your request must be in writing and it must be received by the Registrar no later than 30 days after you received the decision. If you disagree with the Registrar’s decision, you may file a judicial review (appeal)

with the Supreme Court of British Columbia. The volunteer bears the cost of this appeal.

If there is a refusal to obtain a Criminal Record Check Report

The PRM Coordinator will explain that it is the policy of the Diocese of Victoria that all clergy, religious, employees and volunteers, must obtain a Criminal Record Check and that it is not a question of their credibility. If the volunteer chooses not to obtain a Criminal Record Check, they will not be permitted to volunteer in that ministry.

See Appendix O-21

C.8 Child and Youth Volunteers (Children 12 – 15, Youth 16 – 18 years)

The Diocese of Victoria supports and encourages youth involvement and leadership in the Church. We seek to support and mentor youth as they grow in their faith and mature into full participation in the church and community.

Children are not normally accepted for formal volunteer service. Youth are not normally to be given significant or onerous responsibility until they are fully qualified adult volunteers. Ordinarily this would mean that youth would volunteer in General Risk positions or as assistants to adult volunteers. Youth volunteers may be approved to work in Medium or High Risk volunteer positions in exceptional circumstances.

All child and youth volunteers must complete a Volunteer Application Form (co-signed with a parent), read and sign a Covenant of Care Agreement form (co-signed with a parent) and complete volunteer training provided by the Parish Responsible Ministry Coordinator or School.

Note: Child and Youth Volunteer Screening – Child and youth volunteers will require a criminal record check, reference check and interview (preferably with Parish Priest and Parish Responsible Ministry Coordinator) if they are working in a leadership or other Medium/High Risk volunteer positions.

Child and youth volunteers who have been approved for a low risk position will be supervised by at least two qualified adult volunteers. Where this is not feasible they may be supervised by one qualified adult volunteer but extra transparency precautions must be taken. Adult leaders must ensure that child and youth volunteers are aware of and adhere to the Responsible Ministry and Safe Environment policy of the Diocese of Victoria.

C.9 Supporting Volunteers

Orientation, training, and participant follow-up are ongoing screening measures. Orientation and training are the next steps in providing ongoing support and management of risk. This step gives the parish an opportunity to observe the volunteer while working. People who are skilled manipulators in one to one interviews may reveal different behaviour in group settings. Volunteers need to be given information and support so as not to put themselves, the participants, or the Diocese and the parish at risk. It is dangerous to assume that the risks end when a volunteer has been “screened”. The screening process is ongoing throughout the volunteers’ involvement in ministry.

Orientation

To be effective, all Responsible Ministry and Safe Environment Policies and procedures must be clearly communicated to all clergy, religious, employees and volunteers. This must be done both verbally, during an orientation session, and in writing.

Training

In addition to orientation, volunteers are to receive training specific to the volunteer position. Some volunteers perform very straightforward tasks, while others carry out quite complicated or demanding ones. Volunteers must learn how to perform their activities without putting themselves or others at risk. During training, volunteers are to be informed of the limitations and boundaries of their role. Discussing the rationale for these limits ensures volunteers understand them. They need to know that measures are in place if boundaries are overstepped. Training provides new volunteers with an opportunity to interact with current volunteers and ask questions.

C.10 Criteria for Rejecting a Volunteer Applicant

Grounds include:

- They have been rejected by the Criminal Record Review Program;
- They pose a danger to others;
- They are not able to dedicate the necessary time commitment;
- They do not have the skills to carry out the responsibilities as outlined in the Ministry Position Description;
- Other Ministry Position Description requirements cannot be met; and/or
- The Pastor has some information that would prevent the applicant from participating.

The information that a volunteer applicant has been rejected must never be made public. If there is uncertainty about selecting a person, the Pastor and DRM must be consulted.

C.11 Notifying Unsuccessful Volunteer Applicants

When a person is believed to be unsuitable for the position for which they applied, this information must never be made public; this information is **CONFIDENTIAL**. Report your findings only to the Pastor or his delegate and provide him with the relevant information needed.

- When you feel you have an inappropriate candidate, assess the reasons for your reaction. Is there a clear lack of qualifications or is there something less tangible that is making you cautious? Just as in the hiring of employees, when screening volunteers all the techniques of personnel management should be used.
- The potential need to turn someone down is why it is so important to make it clear as you recruit that candidates must undergo the entire screening process. It is so much harder to turn someone down if you have implied that everyone will be accepted.
- Prior to calling an unsuccessful applicant, review the interview notes for their positive qualifications as well as those areas, which needed further development. Avoid giving negative feedback especially if you are not asked for feedback, but do find a positive way to make your suggestion if it is appropriate.

- It is vital, however, not to evade turning someone down by saying, “we’ll call you” and then not doing so. If you must turn any applicants down, be clear about it. You can still be supportive in their search for the right volunteer placement for them. There may well be general risk ministry positions that would work for this person.

Often, when a parish develops the reputation of setting standards and not accepting every candidate who wishes to volunteer, you make being accepted to serve others as a gift and privilege. This is a big boost to your ongoing recruitment efforts!

C.12 Complaint Resolution Procedure

The Diocese of Victoria is committed to open and on-going communication between Volunteers and their Supervisors. It is anticipated that most issues will be resolved within the Parish at the personal level. Volunteers should feel free to discuss any concerns they may have with their Pastor.

When there is a complaint or a disagreement, misunderstanding or expressed dissatisfaction on the part of a Volunteer relating to the conditions of their ministry position, the purpose of these procedures is to provide Volunteers with a uniform process for a prompt and equitable resolution when a complaint or dispute exists.

The complaint resolution process is not intended to be adversarial in nature. The objective of this process is to resolve disputes in a cooperative Christian atmosphere. Volunteers are assured freedom from restraint, interference, coercion, discrimination or reprisal in their pursuit of resolution through the complaint resolution process. Retaliation, of any kind, is absolutely prohibited.

If a Volunteer believes that any volunteer condition or the application of any policy is unjust or inequitable, and has been unable to resolve the issue through discussion with the Pastor, the following process should be used:

Step 1

The Volunteer will set forth his/her complaint in writing, using the form provided on the diocesan website, stating the nature of the complaint, all relevant details, and the desired remedy. The written complaint must be submitted to the Parish Responsible Ministry Coordinator (PRM) within ten (10) working days after discussion of the complaint with the PRM. The PRM will investigate the complaint and reply in writing within ten (10) working days after receipt of a written complaint.

Incident Report to Include: Dates, Name of Person Reporting Incident, Location of Incident, Parties involved in incident and their roles, a clear and complete Summary of Incident and the Desired Remedy.

Step 2

If the complaint was not resolved in Step 1, the Volunteer may, within ten (10) working days of receipt of the Pastor’s written response, present his/her written complaint to the Diocesan

Responsible Ministry Coordinator (DRM). The DRM will investigate the complaint and reply in writing within ten (10) working days after receipt of the written complaint with appropriate recommendations. The DRM's decision on the matter shall be final.

D What is our RMSE Policy?

The RMSE Policy is intended to provide an objective, accountable, transparent and compassionate response to all who may be involved in a misconduct allegation. It sets out instructions and procedures (civil and legal) to be followed by the Diocese, its clergy, religious, employees or volunteers in the event abuse or a dangerous situation is suspected.

If you suspect a child may be in need of protection – as defined under the laws of the Province of British Columbia – you are required to report this to a child welfare worker. Clergy, religious, employees and volunteers of the Diocese are expected to be familiar with and to comply with applicable child protection reporting requirements in the Province of British Columbia.

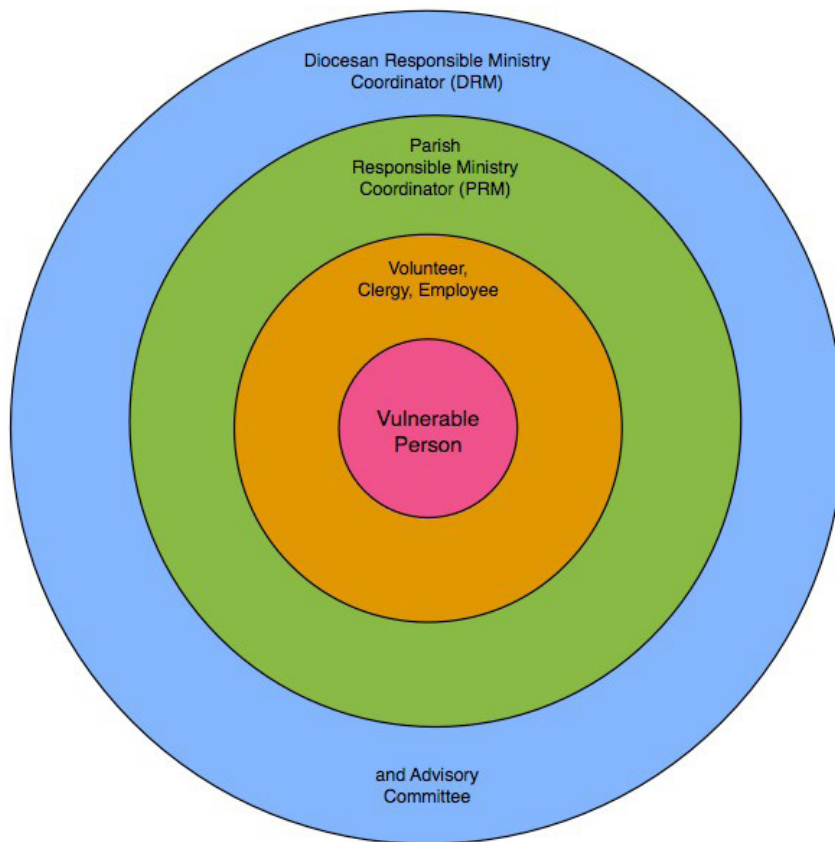
In addition, we have a similar legal and moral obligation to vulnerable adults; that is, persons above the age of majority with disabilities (mental, emotional or physical) and/or the elderly. If you suspect an adult may be in need of protection, you should follow the procedures outlined in this document and advise the proper authorities as defined by RMSE Policy.

Abuse of children and vulnerable adults is of special concern and will not be tolerated. Any person under investigation for, or found guilty of abuse of children shall be removed immediately from any ministry. Those under investigation for abuse of vulnerable adults may be removed from ministry until all investigations are completed. If proven guilty, the offender may not return to active ministry.

The Policy also protects people working on behalf of the Diocese, either as clergy, religious, employees or volunteers. Imagine this: you take Communion to the home of an elderly woman who suffers from dementia. After you leave, she calls her son and tells him money is missing from her purse. You were the last person there, and she fully believes you are the person who stole her money. Procedures under the Covenant of Care can help protect you in advance by insisting that two people visit an at-home individual who is alone. Thus, all individuals involved in the activities of the Diocese, whether clergy, religious, employees or volunteers, are required to participate in the overall process described in the Volunteering in the Church brochure.

This includes providing a criminal record check, signing the *Covenant of Care Agreement (Appendix O-2)* and participating in orientation and training sessions, before beginning their ministry or employment (see *page C-14* for more information about our Covenant of Care Policy).

D.1 How is the RMSE managed?



Diocesan Responsible Ministry Coordinator (Appendix O-9): The Bishop will appoint a Diocesan Responsible Ministry Coordinator (DRM) to administer the Policy and to represent him in receiving complaints of misconduct and conducting investigations of alleged misconduct (abuse). This person is responsible for the administration and implementation of the RMSE policies and procedures. If it is deemed necessary, for reasons of actual or perceived conflict of interest, the Bishop may appoint an Alternate DRM. If it is deemed necessary or desirable, the DRM may also appoint an Investigator to assist with the process. It is the DRM's responsibility to ensure employees, volunteers and clergy have current criminal records checks on file, are screened, know the RMSE Policy and best practices.

There is an *Advisory Committee for Responsible Ministry (Appendix O-8)*, appointed by the Bishop and responsible to him through the DRM, who will act as chair. The Committee will meet at least three times each year and its membership is comprised of between six and nine people.

Parish Responsible Ministry Coordinator (Appendix O-10): Pastors in each parish will appoint a Parish Responsible Ministry Coordinator (PRM) who is accountable and responsible for the day-to-day administration of the Responsible Ministry and Safe Environment Policy within the parish. He/she works closely with the DRM. The PRM will be responsible for managing volunteers in his or her parish.

D.2 How Do I Report Suspected Abuse?

Any cleric, religious, employee, volunteer or lay person who has reason to believe that a child or vulnerable adult may be abused, neglected or is for any other reason in need of protection, must first report this to a child welfare worker. Please refer to *The Child, Family and Community Service Act* (www.mcf.gov.bc.ca) or the MCFD handbook: *Responding To Child Welfare Concern: Your Role In Knowing When and What to Report*. Reports of suspected child abuse can be phoned in to **1-800-663-9122** at any time, day or night. If a child is in immediate danger, call the police at **911**. If you are a child or youth and would like to talk to someone, call the Helpline For Children at **310-1234** (no area code required). Reports of suspected abuse of a vulnerable adult may be phoned in to: **Victim Link BC 1-800-563-0808**.

Subject to the advice of the appropriate authorities, the person reporting suspected abuse should also report this information to the Diocesan Responsible Ministry Coordinator (DRM) through the Chancery Office, at 1-250-479-1331, extension 223. This confidential voice mailbox is checked regularly. *An Incident Report Form (Appendix O-11)* should also be sent directly to the DRM.

Should a priest or Parish Responsible Ministry Coordinator (PRM) become aware that anyone is reporting suspected abuse, they must follow up to ensure the appropriate Office or Ministry has been informed.

Both the person serving as your PRM and the DRM should be able to identify appropriate actions to be taken. If, for reasons of perceived conflict of interest, you are unable to discuss the matter with your PRM, you should speak directly to the DRM.

Complaints received by anyone else under this Policy shall be referred to the DRM. The Diocese, its employees or volunteers, where misconduct is suspected but no complainant has come forward, may also initiate a complaint.

E What are our Protocols for Providing a Safe Environment?

E.1 Physical Contact

- Always maintain clear boundaries in all situations involving vulnerable persons. All physical contact must be completely non-sexual and based only on the individual's needs.
- Never engage in corporal punishment of any person. Discipline problems will be handled in coordination with the immediate supervisor and the parents/care providers.

E.2 One-to-one Contact

- Always ensure there is a team of at least two adults present during ministry work. For example, there should be two volunteers in addition to the communicant when bringing the Eucharist to those at home.
- Always do your best to ensure there are two adults present when supervising children or vulnerable adults. The doors to rooms should be left open if one of the volunteers, clergy or employees has to leave the room temporarily. Examples of such activities include catechism instruction and youth group gatherings.
- Clergy, religious, employees and volunteers should never be alone with a child or vulnerable adult in a sleeping facility, locker room, dressing facility or any other closed area.
- In situations such as counselling sessions where one-to-one meetings are necessary, the sessions must take place in rooms and locations that are open to public view.
- No single child or vulnerable adult should ever stay overnight in the private accommodation or residence of a cleric, religious, employee or volunteer.
- There should always be leaders/workers of the same gender(s) as the children/youth present during any type of ministry work.
- Overnight trips and other special events that occur require special planning and care by the leadership team and may require written permission from a parent or guardian for the individual who is attending.

E.3 Photography

- Written consent for taking photographs of children and vulnerable adults must be obtained from a parent or a legal guardian prior to taking pictures.
- Ensure no child or vulnerable adult is photographed in a way that diminishes his or her dignity.

E.4 Provision of Substances

- Children or vulnerable adults will never be provided with alcohol, tobacco, drugs or anything prohibited by law.
- Written parental/care-giver permission must be obtained before administering medication to any vulnerable person.

E.5 Facilities and Fire Procedures

- A facilities checklist is provided in the *Facilities Checklist (Appendix O-3)*. Please complete the *Facilities Checklist* annually and at volunteer orientation, and be sure all staff and volunteers are familiar with the location of fire extinguishers and evacuation routes.
- Attendance at all sessions should be recorded and the attendance book picked up and taken to a central location. In the event of a fire this helps ensure all vulnerable persons are accounted for. Inform parents or guardians that, in the unlikely event of a fire, they are not to go in search of their child/youth/vulnerable person. All attendees will be taken outside as a group to the designated gathering place.
- Where possible, activities should occur in a room with a window in the door, or always leave the door open.
- All staff and volunteers working with vulnerable persons must wear name tags clearly identifying themselves.
- No vulnerable person should be dropped off without a leader present.
- No parents or adults who are not leaders should enter a classroom/activity room without permission.

E.6 Transportation

A leader/volunteer who drives children/youth/vulnerable adults must have a valid driver's license, valid insurance and one seatbelt and/or car seat per person in the vehicle.

All adults responsible for the transportation of children, youth and vulnerable adults should avoid driving them when alone. If transportation with personal cars is considered high risk by your insurance company, the liability might be transferred by opting for a professional bus service to transport children/youth/vulnerable adults.

Please refer to Appendix O-22.57, Volunteer Driver, for more information.

E.7 Leader and Participant Ratios

The activity and age of children/youth affects the ratio of children/youth to staff. The management of the program as well as concern for safety, care and social interaction are some of the factors to take into account when establishing adequate ratios. If there are not enough leader and adult volunteers, consider whether the program or activity should be held. Volunteer helpers who work under the supervision of a screened, trained volunteer are welcome additions.

While the rule of having two adults at all times in a group is encouraged, there are occasional times when only one leader is present. In such a situation, the leader should know what to do if he/she is alone with a child. Where possible, the two adult leaders should be unrelated.

Here are suggested child/youth/vulnerable adult ratios to leaders in a regular program, but additional adults can be helpful if one adult needs to leave the program temporarily.

0 – 18 months	2 adults to 6 children
18 months – 2 years	2 adults to 10 children
2 – 5 years	2 adults to 12 children
Ages 5 – 18	2 adults to 15 children
Vulnerable adults	2 adults to 10 vulnerable adults

E.8 Reporting Procedures

- Clergy, religious, employees and volunteers who learn of danger to a child or vulnerable adult must act to protect the safety, health and wellbeing of the parties by disclosing the necessary information to the local police or child welfare authorities and the DRM.
- Clergy, religious, employees and volunteers will promptly report suspicion of abuse to the PRM and/or the DRM and complete an Incident Report Form (Appendix O-11).
- Further details of specific, individual obligations are detailed in the *Covenant of Care Agreement* (Appendix O-2).

E.9 How Do I Report Suspected Abuse?

Any cleric, religious, employee, volunteer or lay person who has reason to believe that a child or vulnerable adult may be abused, neglected or is for any other reason in need of protection, must first report this to a child welfare worker. Please refer to *The Child, Family and Community Service Act* (www.mcf.gov.bc.ca) or the MCFD handbook: *Responding To Child Welfare Concern: Your Role In Knowing When and What to Report*. Reports of suspected child abuse can be phone in to **1-800-663-9122** at any time, day or night. If a child is in immediate danger, call the police at **911**. If you are a child or youth and would like to talk to someone, call the Helpline For Children at **310-1234** (no area code required). Reports of suspected abuse of a vulnerable adult may be phoned in to: **Victim Link BC 1-800-563-0808**.

Subject to the advice of the appropriate authorities, the person reporting suspected abuse should also report this information to the Diocesan Responsible Ministry Coordinator through the Chancery Office, at 1-250-479-1331, extension 223. This confidential voice mailbox is checked regularly. An *Incident Report Form* (Appendix O-11) must also be submitted.

Should a priest or PRM become aware that anyone is reporting suspected abuse, they must follow up to ensure the appropriate Office or Ministry has been informed.

Both the person serving as your PRM and the DRM should be able to identify appropriate actions to be taken. If, for reasons of perceived conflict of interest, you are unable to discuss the matter with your PRM, you should speak directly to the DRM.

Complaints received by anyone else under this Policy shall be referred to the DRM. The Diocese, its employees or volunteers, where misconduct is suspected but no complainant has come forward, may also initiate a complaint.

F Anti-Harassment Policy

The Diocese of Victoria values its clergy, religious, employees and volunteers and is committed to providing an environment free from harassment where everyone is treated with respect and dignity. Harassment hurts and embarrasses its victims and affects us all. For the one being harassed, it is difficult to endure and stressful to initiate a formal complaint. Some mistakenly fear that their jobs will be impacted if they complain. Anyone who is subjected to harassment has the full support of the Diocese to stop such injustices from occurring.

F.1 Definition of Harassment

Harassment is abusive behaviour that a reasonable person would know to be unwelcome by the recipient(s) of the behaviour. This includes both general and sexual harassment. Harassment is a form of discrimination that is prohibited by law. The Diocesan policy on harassment is not meant to inhibit relationships based on mutual consent or normal social contact between people. Harassment between clergy, religious, employees and volunteers can occur at or away from the workplace. Harassment between a staff member or volunteer and a non-employee can occur within the course of employment, in the provision of goods, services or facilities or at Diocesan functions.

While the following is not an exhaustive list, harassment may include:

- demands for sexual favours;
- sexual assault;
- displaying of pornographic, racist or other offensive or derogatory material;
- intimidation, leering or other gestures;
- physical assault;
- practical jokes causing awkwardness or embarrassment;
- unnecessary physical contact such as touching, patting, pinching, or punching (which may be considered assault in some instances);
- unwelcome invitations or requests, whether indirect or explicit;
- unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, or gender; and,
- verbal abuse or threats; yelling, screaming or using intimidating language.

For the purpose of this Policy, retaliation against an individual will be considered harassment. Any clergy, religious, employee, or volunteer found to have engaged in retaliation will be subject to disciplinary measures.

Management Responsibility

Anyone who has staff and volunteers reporting to them has a legal responsibility to respond to a complaint of harassment or known situation of harassment. See *Appendix O-15: Flowchart for Handling Harassment Complaints* for more information.

G Child Abuse Policy

The Child, Family and Community Services Act of BC imposes a legal obligation on all residents of the Province with respect to reporting child abuse. The Act defines a “child” as a person under the age of nineteen.

The Diocese of Victoria recognizes that, under *The Child, Family and Community Services Act*, all persons have a duty and an obligation to report to the local child welfare agency all information of any real, potential or suspected physical, sexual, or emotional abuse or neglect of children under the age of nineteen.

The abuse referred to would include physical and emotional as well as sexual abuse. The “duty to report” applies whether or not the information obtained is “confidential or privileged”. The section further provides that no actions will lie against a person by reason of reporting under this section to a child welfare agency.

No clergy, employee, or volunteer can absolve themselves from the duty to report directly to the local child welfare agency by rationalizing that “first-hand information” was unavailable, that the information is “hearsay”, or that someone else will make the report.

Failure to report promptly on such complaints risks exposing the young person to harm and exposes the individual who fails to report to prosecution.

Any cleric, religious, employee, volunteer or lay person who has reason to believe that a child or vulnerable adult may be abused, neglected or is for any other reason in need of protection, must first report this to a child welfare worker. Please refer to *The Child, Family and Community Service Act* (www.mcf.gov.bc.ca) or the MCFD handbook: *Responding To Child Welfare Concern: Your Role In Knowing When and What to Report*. Reports of suspected child abuse can be phone in to **1-800-663-9122** at any time, day or night. If a child is in immediate danger, call the police at **911**. If you are a child or youth and would like to talk to someone, call the Helpline For Children at **310-1234** (no area code required). Reports of suspected abuse of a vulnerable adult may be phoned in to: **Victim Link BC 1-800-563-0808**.

In addition, he or she shall complete an *Incident Report Form (Appendix O-11)* and deliver it to the PRM Coordinator who will forward it to the DRM Coordinator.

H Past Child Abuse Policy

A complaint of past child abuse involving a person who is now over nineteen years of age need not be reported to the child welfare agency unless the alleged offender is still engaged in activities involving children. The matter should be reported immediately to the DRM Coordinator and a decision made, in consultation with legal counsel, as to whether the matter should be reported to the police.

Any clergy, religious, employee, or volunteer of the Diocese having information concerning misconduct indicating that a child was abused or neglected in the past shall complete an *Incident Report Form (Appendix O-11)* and deliver it to the PRM Coordinator who will forward it to the DRM Coordinator.

If no report has been made to the child welfare or police authorities, the DRM Coordinator shall consult Diocesan legal counsel to determine if a legal duty to report exists. If so advised, the information shall be immediately forwarded to the police.

Regardless of the type of complaint, if the allegation involves a member of a religious order, the DRM Coordinator shall recommend to the Bishop to inform the competent Superior of the Religious Order of the Respondent. The Bishop, in turn, will inform the Religious Order.

The DRM Coordinator shall consult with the Diocesan legal counsel to determine what steps must be taken to comply with applicable liability insurance reporting obligations, and he/she shall ensure that such requirements are met.

Revised 4 Mar 2020

I **Vulnerable Adult Abuse Policy**

A vulnerable adult is a person nineteen years of age or older in the premises where he/she resides, and (i) is incapable of protecting themselves by reason of physical disability or mental infirmity, and refuses, delays or is unable to make provision for his/her protection, or (ii) is not receiving adequate care and attention, is incapable of caring adequately for themselves by reason of physical disability or mental infirmity, and refuses, delays or is unable to make provision for his/her adequate care and attention.

Abuse is any act, or failure to act, that endangers the health and/or wellbeing of the vulnerable person. Such action or inaction is especially harmful when it occurs within a relationship where there is an expectation of trust. The abuse referred to would include physical and financial as well as sexual abuse.

The Diocese of Victoria recognizes that all persons have a duty and an obligation to immediately report to the local Police Department all information of any real, potential or suspected physical, sexual, financial or emotional abuse and neglect of vulnerable adults nineteen years or older.

If the alleged abuser is a clergy member, religious, employee or volunteer of the Diocese, then the DRM Coordinator **also must be advised of the allegations.**

A vulnerable adult may include someone with:

- diminished physical ability – e.g., elderly, developmentally disabled, hearing/speech impaired;
- diminished mental ability – e.g., elderly, mentally challenged, persons with Fetal Alcohol Spectrum Disorder, persons who have experienced a severe physical trauma such as a head injury; or
- mental health issues – e.g., Bipolar Disorder, Post Traumatic Stress Disorder or Schizophrenia.

J Assistance for Individuals

Because the wellbeing of its members and the persons to whom it offers ministry is of utmost concern, the Diocese of Victoria shall offer appropriate care for complainants and accused persons during an investigation under this Policy. Provision of such care is within the discretion of the DRM Coordinator and may include, without limitation:

- assistance with therapy fees for the complainant. Such assistance shall be provided for pastoral reasons and does not constitute an admission of responsibility or an admission that the facts as alleged occurred. The complainant shall acknowledge this in writing prior to receiving such assistance; and,
- assistance with therapy for the accused person. Such assistance is provided for pastoral reasons and does not constitute an admission of responsibility or that the facts as alleged occurred.

J.1 Care for Communities at Risk

The Diocese of Victoria is concerned about the wellbeing of the communities where the alleged abuse took place. Accordingly, the Diocese will provide care and information where misconduct is alleged to have occurred, as it deems necessary. In doing so, the Diocese will maintain the confidentiality of the complainant, the accused person, and their families to the fullest extent possible.

Affected communities will be offered small group counseling sessions, according to need, as early in the investigation process as possible. Professional counselors will facilitate the small group sessions and will invoice the Diocese of Victoria directly.

Individuals who prefer private counseling sessions will be provided with names of available counselors. The first appointment will assess the parishioner's concerns relating to the issues and a recommendation will be made if further counseling is required. After the initial session, the counselor will provide the Diocese of Victoria with a summary assessment briefly outlining the symptoms and treatment methods that will be used to assist the person. Based on the initial assessment and recommendations, the Diocese of Victoria will reimburse the counseling provider directly for up to three counseling sessions.

After those three sessions are completed a status and assessment report will be made to the Diocese and, based on the counselor's recommendations, an additional three sessions will be paid for by the Diocese. The hope is that the counseling be concluded within the six session pre-authorized allotment. If after six sessions, additional counseling is recommended, formal approval must be obtained from the Diocese of Victoria before proceeding.

The Diocese of Victoria is strongly committed to keeping all counseling sessions private and confidential. The counseling service provider will hold all names and personal information in strictest confidence with only a file number and non-identifying summary information being submitted to the Diocese. The Diocese of Victoria will reimburse the counseling provider directly based on invoices, file number and the brief summary reports.

K Reporting Abuse

Any cleric, religious, employee, volunteer or lay person who has reason to believe that a child or vulnerable adult may be abused, neglected or is for any other reason in need of protection, must first report this to a child welfare worker. Please refer to *The Child, Family and Community Service Act* (www.mcf.gov.bc.ca) or the MCFD handbook: *Responding To Child Welfare Concern: Your Role In Knowing When and What to Report*. Reports of suspected child abuse can be phone in to **1-800-663-9122** at any time, day or night. If a child is in immediate danger, call the police at **911**. If you are a child or youth and would like to talk to someone, call the Helpline For Children at **310-1234** (no area code required). Reports of suspected abuse of a vulnerable adult may be phoned in to: **Victim Link BC 1-800-563-0808**.

Subject to the advice of the appropriate authorities, a person should also report this to the DRM Coordinator through the Chancery Office (250-479-1331) by using the *Incident Report Form* (*Appendix O-11*).

Complaints received by anyone else under this Policy shall be referred to the DRM Coordinator. A complaint may also be initiated by the Diocese or by its employees or volunteers where misconduct is suspected but no complainant has come forward.

The DRM Coordinator shall:

- confirm that a report has been made to the Ministry of Children and Family Services 310-1234 or to victim services at *Victim Link BC* (1-800-563-0808);
- ensure that the Diocese of Victoria co-operates fully with any investigation by appropriate authorities;
- refrain from conducting an internal investigation until any criminal or child protection investigation is completed;
- offer to meet with the parents/legal guardians with pastoral support to ensure:
- that full reporting requirements of civil and Canon Law are complied with;
- that the parents/legal guardians are directed to the appropriate civil agencies where they will be able to obtain whatever assistance they need, e.g., victim assistance, counselling, etc.;
- notify the Advisory Committee and keep them informed of the status of the investigation, any recommendations that are made, and any resolution of the complaint;
- bring the allegation to the attention of the insurance company;
- assist the accused in obtaining independent legal representation;
- arrange a meeting, as soon as possible with the accused, the accused's lawyer, the Bishop, and the Diocesan lawyer to discuss future actions; and,
- be responsible for communicating information concerning an allegation of abuse to the media or engaging the services of a media spokesperson.

K.1 Preliminary Assessment

Upon receiving a complaint of alleged misconduct, the DRM Coordinator shall make a preliminary assessment of the complaint in order to determine whether or not to initiate an investigation. In doing so, the DRM Coordinator shall:

- explain to the complainant the procedures that shall be followed under this Policy;
- obtain information about the complaint from the complainant;
- ensure that the complainant receives an opportunity to consult with a counsellor and/or legal counsel if he or she so chooses; and,
- notify the Advisory Committee.

In determining whether an investigation should proceed, the DRM Coordinator shall consider:

- the credibility of the complainant;
- the seriousness of the allegations;
- the wishes of the complainant;
- the safety of the Diocese's ministries;
- the interests of the Diocese and its members;
- applicable laws, including Canon Law;
- the guiding principles, ethical responsibilities, and objectives of the Policy; and,
- any other factor the DRM Coordinator deems relevant and appropriate.

If the allegation is against a cleric and, in consultation with the Bishop, the preliminary assessment discloses that there is matter for further action:

- the Bishop may remove the cleric's faculties to preach and his faculties to hear confessions depending on the nature of the allegation;
- the Bishop also may issue a penal precept forbidding the cleric or employee from approaching the parish or institution to which he/she is attached; and/or
- the cleric may be referred immediately to a selected treatment centre for medical and/or psychological assessment, according to the nature of the allegation.

Once this assessment has been received and the facts of the case carefully reviewed, the Advisory Committee should meet in order to decide whether it is appropriate to recommend that the Bishop begin a Canonical trial to determine the guilt or innocence of the accused”

If the cleric is found guilty by means of a Canonical trial, appropriate penalties will be applied according to Church Law. If the misconduct is a criminal offense in which Church Law requires removing a cleric from the clerical state or is a serious violation of Church Law which required the same, the Bishop will refer the case to the Holy See.

K.2 Permanent Removal Where Child Abuse Is Determined

The Bishop shall permanently remove any person found guilty of child abuse from any ministry or work that involves children.

L Steps to Deal With Harassment

The Diocese of Victoria understands that it is difficult to come forward with a complaint of harassment and recognizes a complainant's interest in keeping the matter confidential.

Confidentiality will be maintained throughout the investigation to protect the interests of the complainant, the alleged harasser, and any others who may report incidents of harassment.

L.1 Reporting on behalf of others

If a cleric, religious, employee, or volunteer believes that he/she or someone else is being harassed, each incident should be documented using an *Incident Report Form (Appendix O-11)*.

The critical incident description should include a brief outline of what transpired, the date, time, and place that it occurred, and the names of any witnesses. The cleric, religious, employee and/or volunteer may wish to inform the harasser that he or she is documenting each offensive action.

L.2 Reporting Personal Harassment

A person who believes they are being harassed may first:

Confront the Harasser

As difficult as this action appears, it is a valuable step to regaining control of the situation. In most cases, the inappropriate behaviour will stop once the person realizes the negative impact the harassment has on the complainant.

The complainant may:

- Confront the harasser in person, informing him or her that they regard the behaviour as harassment and that it must stop. The complainant may choose to have another person witness this action; and/or,
- Inform the harasser in writing if the complainant is uncomfortable with confronting him or her in person. The complainant should keep a copy of the letter for his/her files.

L.3 Mediation

In cases of alleged harassment, the DRM Coordinator shall consider whether an informal resolution is possible and, if both the complainant and the accused person agree to participate, the DRM Coordinator shall arrange an informal resolution process.

Mediation is primarily an information gathering process that allows the complainant and the alleged harasser to discuss the complainant's perceptions of the problem confidentially with an independent professional co-coordinated through the office of the DRM Coordinator. Mediation is a chance to resolve the problem through communication.

Such a process may take the form of a “without prejudice” discussion that is facilitated between the complainant and the accused person. If a resolution is achieved, a resolution agreement shall be drawn up, signed by both parties and ratified by the DRM Coordinator. A copy of the agreement shall be maintained in the file of the DRM Coordinator.

If such a process does not result in a resolution of the complaint, a formal investigation may then proceed. It is important to note that at any time during the course of the investigation, if the DRM Coordinator deems it appropriate and the parties agree; further informal resolution meetings may take place.

L.4 Lodge a Formal Complaint

A formal complaint is a procedure for making a written complaint to the office of the PRM Coordinator and/or the DRM Coordinator. The complainant is strongly encouraged to file a formal complaint if they feel that either the incident(s) is severe, and/or, the harassment issue was not resolved to their satisfaction through other options.

When a formal complaint is lodged the DRM Coordinator may choose to investigate and make recommendations to the Advisory Committee.

If the Advisory Committee recommends that an investigation should not proceed, the complainant will be advised with the reasons for not proceeding. A record of this decision will be retained in the Chancery Office files.

If dissatisfied with the decision, the complainant has a right to request that the Advisory Committee review the decision.

If the Advisory Committee recommends that an investigation should proceed, they shall refer the matter to the DRM Coordinator to conduct the investigation.

Where an investigation proceeds, the DRM Coordinator shall:

- advise the complainant that an investigation shall be conducted;
- ensure that the complainant has an opportunity to meet with a counsellor;
- advise the accused person of the nature of the complaint and that an investigation under this Policy is proceeding;
- obtain any available insurance policies that are in effect at the time during which the alleged misconduct was to have occurred;
- notify the insurer of the potential claim; and,
- interview or arrange for the interview of the complainant and any other individuals who may assist in the investigation and collect other relevant evidence.

The DRM, after giving the accused person a reasonable opportunity to consider the complaint and consult with legal counsel, conducts an interview of the accused person, and, depending on the nature of the complaint, recommends to the Bishop that the accused be removed from their position.

The DRM will:

- if deemed advisable, engage a recorder to take down the proceedings of the investigation; and,
- upon completion of the investigation, prepare a written report to the Advisory Committee that contains details of the complaint, a description of the evidence gathered, and recommendations as to what action, if any, should be taken by the Bishop. A copy of the written report shall be provided both to the complainant and to the accused.

L.5 Bishop's Adjudication

Upon receipt of the DRM Coordinator's written report, the Bishop shall:

- consult with the Advisory Committee;
- give the complainant and the accused person a reasonable opportunity to consult with legal counsel and to respond to the report in writing;
- make a final determination regarding the complaint and any action to be taken. This determination shall be made on the balance of probabilities, with the safety of children and vulnerable persons as a primary guiding principle;
- document the decision in writing and provide a copy of the decision to the complainant and the accused person. Where practical, the accused and complainant shall be informed in person of the decision by the Bishop; and,
- The Bishop may also choose to meet with the parties, consult with legal counsel or any other appropriate professionals.

Discipline

If misconduct is found to have occurred, the Bishop shall determine the appropriate discipline. Depending on the circumstance, the person may be given:

- An **oral caution** being noted in the person's file.
- A **warning** in writing, with a copy retained in the person's file.
- A **reprimand** given in person by the Bishop with documentation retained in the person's file.
- **Censure** given in person by the Bishop with documentation retained in the person's file. Opportunities for rehabilitation are provided as needed; and ongoing reports are given to the Bishop for at least one year after the person resumes work.
- **Administrative leave**, suspended from ministry, employment or volunteer work until there is clear evidence to the Bishop of rehabilitation and restoration. The person will be provided opportunities for rehabilitation as needed, and ongoing reports will be given to the Bishop for at least one year.
- **Termination**, the person's appointment, employment, or volunteer work is terminated.

In addition to the disciplinary procedures listed above, the Diocese of Victoria is also bound by the applicable juridical norms (e.g., Articles of Incorporation, By-laws, etc.) and any other provisions under Canon Law. The Bishop shall ensure adherence to the requirements of these juridical norms and of Canon Law.

Where No Misconduct is Proven

If the Bishop determines that no misconduct has been proven, no notation about the investigation or complaint shall be kept in the cleric or religious, employee or volunteer's personnel file. The DRM Coordinator shall, however, maintain a copy of the report and the Bishop's decision in a confidential file in the DRM Coordinator's care at the Chancery Office.

False Accusations

Making a false accusation is a serious offense. Appropriate action will be taken if the allegation of misconduct is malicious and is determined to be intentionally false.

Appropriate action will be taken against anyone who knowingly provides false information in a misconduct investigation or removes or destroys documentary evidence crucial to the investigation.

L.6 Appeal

Members of the Diocese of Victoria have the right to appeal the disciplines of "Administrative Leave" or "Termination" according to the juridical norms of the Diocese and the provisions of Canon Law. The same right applies to employees of the Diocese according to the laws of the Province of British Columbia.

L.6.1 Lodge a Civil Complaint

If the complainant is not satisfied with the steps taken by the Diocese of Victoria, he/she has the right to file a complaint with the Human Rights Commission of the Province of British Columbia.

M Accused Personnel

Any cleric, religious, employee, or volunteer of the Diocese who is accused of misconduct must notify the DRM Coordinator immediately and should consult with independent legal counsel.

Anyone accused of child abuse will be removed immediately from contact with children. If the accused is a cleric, religious, or an employee of the Diocese, he/she will be placed on paid administrative leave pending the outcome of any investigation. If the accused is a cleric an appropriate place of residence will be chosen pending the outcome of the matter. During the investigation the accused may not return to the position in the parish or institution at which the accusation was made.

If the situation involves adults, the cleric may or may not remain in the parish depending on the Advisory Committee's recommendation. However, no contact with the complainant will be permitted.

M.7 Support for Parties to a Complaint of Misconduct (Abuse)

Every effort will be made by the Church to ensure that the victims of misconduct (abuse) and their families receive pastoral support during such a time of crisis. Refer to *Section J* for more information.

The Respondent's Ordinary or Superior shall ensure the Respondent has access to pastoral support.

N Definitions

Abuse

Any physical, verbal, emotional or sexual conduct towards any person that causes that person to have concern or fear for his or her physical or emotional safety or wellbeing. Such activity may or may not be criminal in nature. Child abuse, as defined under the child protection legislation of the Province of British Columbia, also constitutes abuse under this Policy.

Abuse is the violation of the physical or psychological integrity or trust of another person. Abuse may consist of just one incident or it may happen repeatedly.

Child Abuse

The *Child, Family and Community Services Act of British Columbia* imposes a legal obligation on all residents of the Province with respect to reporting child abuse. The Act defines a “child” as a person under the age of nineteen. The abuse referred to would include physical, emotional as well as sexual abuse and neglect.

Diocesan Responsible Ministry Coordinator – DRM

A delegate, appointed by the Bishop, who represents him in administering this Policy by receiving complaints and conducting investigations of alleged misconduct. The DRM is chairperson of the Advisory Committee.

Exploitation

Any abuse of power, betrayal of trust or exploitation of the power imbalance that is inherent in a relationship between a member, employee or volunteer of the Diocese of Victoria and a person with whom she or he has a ministerial relationship. Because of the imbalance of power between the person offering ministry and the person to whom ministry is offered, the apparent consent of a possible victim does not in itself determine whether or not there has been an abuse of power, a breach of trust or an act of exploitation. For ordained ministers it never does.

General Harassment

Any unwelcome conduct that interferes with an individual’s performance of his or her duties or creates an intimidating, hostile, or offensive environment for him/her.

Harassment is behaviour that a reasonable person would know to be unwelcome by the recipient(s) of the behaviour.

Harassment is discrimination prohibited by law on the basis of personal characteristics such as race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, irrational fear of contracting an illness or disease, or political belief or activity.

Grooming

Grooming is a wide variety of behaviours, such as spending large amounts of time with a particular person, affording special privileges, or providing gifts, trips and other expressions

of special attention. These behaviours are often designed to establish a special bond of trust and affectionate understanding between the groomer and the person who is the object of his/her attraction. These behaviours can also lead the person to feel indebted to the groomer for all these kindnesses. Once this bond of trust and indebtedness is established, the stage may be set for sexual advances. Because the pattern of grooming is made up of observable behaviours, these behaviours need to be challenged or reported. Grooming, whether intentional or not, is by its very nature seductive behaviour. As well as being a signal of possible future sexual activity, grooming is in itself inappropriate.

Ministerial Relationship

A relationship involving trust and confidence that is based primarily upon the ministry offered by a clergy or deacon or other minister to another person. Examples of ministry include counselling, spiritual guidance and the celebration of the sacraments.

Misconduct

An over-arching term that encompasses abuse (physical, sexual or verbal), harassment, or an exploitation of a ministerial relationship, including financial exploitation.

Misconduct could be failure to provide responsible ministry. This includes such serious performance issues such as alcohol abuse, misappropriation of funds, negligent handling of funds, undue influence in obtaining funds or gifts, lack of response to community needs, and other inappropriate behaviours.

Parish Responsible Ministry Coordinator – PRM

The Parish Responsible Ministry Coordinator is accountable and responsible for the administration of the Responsible Ministry Policy within the Parish, working closely with the Diocesan Responsible Ministry Coordinator.

Pornographic Offence

Pornographic offence is the possession, creation or distribution of any photographic, film, video, or other visual representation that shows a person who is depicted as engaged in inappropriate sexual activity; and any written material that advocates or counsels inappropriate sexual activity.

Public Misconduct

Public misconduct is misconduct that becomes public or known. This could include actions that are considered to be crimes, such as indecent exposure or lewd activity. It might also include immoral actions that may not be crimes but which become known.

Sexual Abuse

Sexual abuse is the sexual involvement or attempted sexual involvement with a person identified by the local jurisdiction as a minor, understood in British Columbia as a person younger than 19 years of age.

Sexual Exploitation

Sexual exploitation is use of one's position of power or trust to have sexual contact or attempted sexual contact with another person. Sexual exploitation includes, but is not limited to, such activity as intercourse, kissing, touching of breasts or genitals, dating during the course of a counselling relationship, verbal suggestions of sexual involvement, or demeaning sexual comments. The apparent consent of a possible victim does not determine whether there has been sexual exploitation, because the imbalance of power between the pastoral care giver and the person in a pastoral relationship undermines the validity of an apparent consent.

Sexual Harassment

Sexual harassment is unwanted sexualized conduct or language with others. This conduct entails unwelcome sexual advances, request for sexual favours, or other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's status such as employment, when it unreasonably interferes with an individual's performance, or when it creates an intimidating, hostile or offensive environment.

Vulnerable Adult

A vulnerable adult is any person 19 years of age or over who is in need of protection by reason of disability, age, or illness. Typically a vulnerable adult is unable to take care of or protect themselves against significant harm or exploitation. Here are the most common examples:

- Diminished Physical Ability – elderly, physically disabled, hearing or speech impaired;
- Diminished Mental Capacity – dementia, developmental disability, brain-injured;
- Severe Mental Illness – Bipolar I, Major Depressive Disorder, Substance Use Disorder, psychosis.

Vulnerable Adult Abuse

Any act, or failure to act, that endangers the health and/or well-being of the vulnerable person. Such action or inaction is especially harmful when it occurs within a relationship where there is an expectation of trust. The abuse referred to would include physical and financial as well as sexual abuse.

O Appendices and Forms

Note: Please see the Roman Catholic Diocese of Victoria's website for the most current versions of commonly used RMSE forms: www.rcdvictoria.org/rmse-forms.php

O.1 Facility Safety Checklist

	<i>Adequate?</i>	<i>Plan for improvement</i>
Are railings at a safe height for children?		
Are stairs/steps safe?		
Are bathrooms easily accessible?		
Are toilets accessible for children and people with disabilities?		
Are exits clearly marked?		
Are exit doors unlocked from the inside?		
Can exits, especially basement exits, be released from the inside?		
Are floors, especially around entrances, resistant to slipping?		
Is the nursery cleaned and vacuumed after each use?		
Are used diapers disposed of immediately after each nursery use?		
Are there windows in door or split doors? If this is not feasible for a nursery, are safety gates used in open doorways?		
Are nursery toys washed regularly in a solution of one tablespoon household bleach to one gallon warm water?		
Are signs posted reminding people to wash their hands?		
Is there a well-stocked First Aid kit? Is it easily accessible?		
Have you consulted with an appropriate health care worker about a First Aid kit?		
Are fire extinguishers in proper locations?		
Are there fire/emergency escape maps in each room?		
Is there regular practice for fire/emergency escape?		
Are there smoke detectors?		
Is there a lockable metal cabinet for the storage of records?		

O.2 Field Trip Parental Permission Form



Sponsoring Parish: _____

To the Parents or Guardians:

Please find attached to this form, information regarding an off-site activity that is being planned. You must review the information and if you wish your son/daughter to attend, complete, sign and return this permission form to the person in charge of the activity as soon as possible.

Details of the activity _____

Destination and purpose _____

Mode of transportation _____

Place, date and time of departure _____

Date and approximate time of return _____

Medical Information:

Name and telephone number of family doctor: _____

Please provide details of any medical condition that may affect your child's performance or safety on the activity / visit.

**FIELD TRIPS AND EXCURSIONS
PERMISSION**

I agree to my son/ daughter _____ ,
Name

d.o.b. _____ participating in the above-mentioned activity/ visit
dd/mm/yyyy

and, having read the attached information, agree to his / her participation in any or all of the activities described.

RELEASE AND WAIVER

I, _____ , parent or guardian, agree that

_____ is able to participate on the above-mentioned activity / visit, and I for myself, my heirs, executors, administrators and assigns release The Bishop of Victoria, Corporation Sole, its respective parish, servants, agents or employees from any claims, demands, damages, actions arising out of, or in consequence of any loss, injury or damage to my daughter / son or property notwithstanding any such loss, injury or damage may have arisen by reason of the negligence of The Bishop of Victoria, Corporation Sole, its servants, agents, or employees.

Signed: _____

Parent or guardian if participant is under the age of 19

Date: _____

O.3 Field Trip Medical Form



All information on this form will be kept strictly confidential and will only be supplied to medical professionals in the event of an emergency or with your permission

Name: _____

Age: _____ Date of Birth _____

Address: _____

Postal Code: _____

Home Phone #: _____ Cell phone #: _____

Emergency Contact: _____ Phone Number: _____

Family Doctor: _____ Phone Number: _____

Next of Kin: _____ Phone Number: _____

BC Medical Plan # _____

Medical History: (*circle appropriate conditions*) Congestive Heart Failure, Arrhythmias, Diabetes, Asthma, Hypertension, Breathing Difficulty, Allergic Reactions, Anaphylaxis, Epilepsy, Multiple Sclerosis, Other (*please list*).

Allergies: _____

Sensitivities to food, drugs, or environmental exposures: _____

Prescription Medications:

Name	Dosage (mg.)	Frequency

FIELD TRIPS AND EXCURSIONS

Is your son / daughter allergic to any medications, food or other things? *(If YES, please specify.)*

DECLARATION

I agree to my son / daughter receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I may be contacted by telephoning the following numbers:

Work: _____

Home: _____

My name is: _____

My home address is: _____

If not available at above, please contact:

Name: _____

Telephone number: _____

Address: _____

O.4 Supervisor Field Trip Form



To be completed by supervisor when ANY children and youth groups are leaving church or school grounds.

PARISH: _____

Address: _____

Organizing Supervisor _____

Date: _____ Grade(s): _____

Number of Students: _____

Destination: _____

Purpose of Trip _____

Preparatory Activities: _____

Is this a high risk activity? _____ Regular activity? _____

Follow-up Activities: _____

Supervisor(s): _____

Permission form sent to parents attached

NOTE: Permission form MUST include the following:

Date	Description of the Trip	Location
Purpose	Activities Planned	Mode of Transportation
Equipment Needed	Emergency Procedures	Cost

All employee/volunteers have completed a criminal record check and code of conduct form

Mode of Transportation:

Walking Bus Car (special circumstances) Other: _____

Volunteer drivers (see Appendix: P58 Volunteer Driver)

The parish office must have the following documentation on file for Volunteer drivers:

- Driver's \$2,000,000 Insurance Liability
- Criminal Record Check
- Valid Driver's License

Trip Timeline:

ETD Parish: _____

ETA Destination: _____

ETD Destination: _____

ETA Parish: _____

TOTAL Cost: \$ _____

Amount Budgeted: \$ _____ (Attach Itemized List)

Collected from Parents: \$ _____

Fund-Raising: \$ _____

Out-of-Country Trips: Parents have been notified about carrying Out-of-Country Travel Insurance

I have the expertise required to take the students on the field trip

Signature (Organizing Supervisor)

Approved (Pastor)

THIS FORM MUST BE SIGNED BY THE PASTOR 4 WEEKS PRIOR TO THE PROPOSED FIELD TRIP DATE AND THE BISHOP (OR DESIGNATE) MUST SIGN THIS FORM 3 MONTHS PRIOR TO OUT-OF-COUNTRY TRIPS.

O.5 Advisory Committee, Terms of Reference



The Advisory Committee for Responsible Ministry is appointed by the Bishop and chaired by the DRM Coordinator.

The Advisory Committee will:

- provide the DRM Coordinator with strategic advice and direction for the Responsible Ministry and Safe Environment Policy
- oversee the implementation of the Policy at the diocesan and parish level including monitoring and evaluation of the policy
- receive notification of investigations or complaints and assist the DRM coordinator with investigations as required
- sign off on any annual and final reports
- advise and/or provide communication to parishes
- support the Parish Coordinators in meeting the Policy goals and objectives, timelines and reporting requirements, and,
- receive all “positive” criminal record checks and provide recommendations regarding the person’s suitability for ministry or employment.

Membership

Chairperson, Diocesan Responsible Ministry Coordinator

Membership may include:

- The Bishop
- The Vicar General
- The Chancellor
- Social Worker
- Psychologist
- Communications and Public Relations representative
- Child Advocate
- Representative from the Laity
- Canon Lawyer
- Civil Lawyer

Other experts may be invited as needed.

Member Terms

Members are appointed by the Bishop for three years, once renewable.

Member Responsibility

Members will provide the Chairperson with agenda items ten (10) working days in advance of scheduled meetings. The Chairperson will provide an agenda and supporting information five (5) working days in advance of scheduled meetings.

Each member is responsible for being prepared for discussions and for sharing information with the appropriate stakeholders within his or her jurisdiction.

Communication Mechanisms

The following practices are important to facilitate communication:

- each agenda includes a status report on the implementation of the Policy
- minutes of the meeting will be shared within a reasonable time frame

Reporting Relationships

The Advisory Committee is accountable to the Bishop's and/or the Bishop's delegate (currently the Chancellor for the Diocese of Victoria).

Meeting Frequency / Location

The Advisory Committee will meet three times per year or as needed.

O.6 The Diocesan Responsible Ministry Coordinator



The DRM Coordinator shall be responsible to the Bishop in administering this Policy. All complaints of alleged misconduct under this Policy shall be forwarded to the DRM Coordinator. If the DRM Coordinator is himself or herself the subject of a complaint, the Advisory Committee shall request that the Bishop appoint an Alternate DRM Coordinator.

The DRM Coordinator shall consult with and report to an Advisory Committee. The DRM Coordinator shall conduct an independent assessment of any complaints pursuant to the Policy. If the DRM or the Advisory Committee determines that it is necessary, they shall appoint an Investigator to conduct an independent investigation into the complaint.

The DRM Coordinator is not the adjudicator of any complaint under this Policy but with the Advisory Committee shall make recommendations to the Bishop as to what action, if any, should be taken at the completion of the investigation.

Responsibilities

The DRM Coordinator will:

- be the Diocesan contact person in all matters relating to an allegation of misconduct made against a clergy, religious, cleric, lay employee, or volunteer of the Diocese.
- ensure all employees and clergy have a Criminal Record Check and documentation
- manage the Diocesan response to a complaint of misconduct from the time a complaint is received until it is resolved.
- ensure any applicable child and vulnerable adult laws are complied with and cooperate with the police and judicial authorities conducting their separate investigations.
- designate individuals, if necessary, to conduct the internal investigation of the complaint and provide them with the necessary resources.
- ensure notification of the appropriate insurance carriers concerning a potential claim
- notify the Advisory Committee of all investigations and complaints.
- make use of such consultants as may be considered necessary, including medical doctors, psychologists, mental health professionals, canonists, media spokespersons, and legal counsel to the Diocese of Victoria.
- be responsible for record keeping. Complaints received by the DRM Coordinator, and copies of all files, records, or reports pertaining to any complaint and investigation shall be maintained in the DRM Coordinator's records at the Chancery Office.
- receive all "positive" criminal record checks and remove all identifying information before presenting the situation to the Advisory Committee for recommendations regarding the person's suitability for ministry or employment.
- make a year-end written report to the Bishop on the activities conducted under this Policy. This report will include the DRM Coordinator's and/or Advisory Committee's recommendations about the workings of, or suggestions for improvements to the Policy.

Qualifications

- Professional qualifications
- Background in human resources or personnel management
- Familiarly with Catholic Church teachings and culture
- Actively involved in their parish
- Respected in the community
- Knowledge, good judgement, wisdom and tact
- Discrete and trustworthy
- Collaborative approach to problem solving
- Excellent interpersonal skills
- Excellent communication skills; verbal and written

O.7 Parish Responsible Ministry Coordinator



The Parish Responsible Ministry Coordinator (PRM) will be accountable and responsible for the Administration of the Responsible Ministry Policy within the Parish, working closely with the Diocesan Responsible Ministry Coordinator (DRM).

The Parish Responsible Ministry Coordinator will:

- attend the Diocesan Training Program to become fully knowledgeable of the contents of the Responsible Ministry Policy
- provide all existing and prospective parish volunteers and staff with copies of the Policy
- inform all existing and prospective volunteers, and staff within the parish of the documentation required under the Responsible Ministry Policy
- assist them in preparing the necessary documentation in a timely manner
- ensure that copies of all files as designated under the Policy, exclusive of confidential Police Criminal Record Checks, be secured and retained in the parish office
- maintain a record of all complaints that come to their attention, whether written or verbal, and immediately forward the complaint to the DRM Coordinator who will review and initiate an investigation if appropriate
- meet as necessary with other Parish Responsible Ministry Coordinators and the DRM Coordinator to identify concerns and issues that arise
- maintain up-to-date knowledge of the contents of the Policy and any changes that arise through regular communication with the DRM Coordinator
- advise the DRM Coordinator of any difficulties in the administration of the Policy, including any refusal to obtain the required documentation by clergy, staff, and volunteers or, in the alternative, if documentation requires review and interpretation
- respond to all general questions involving the Policy, and, if necessary seek guidance from the DRM Coordinator
- orient staff members and volunteers to the Responsible Ministry and Safe Environment Policy
- provide a copy of the Responsible Ministry and Safe Environment Policy, including the Covenant of Care Agreement
- provide an outline of the staff/volunteers duties and responsibilities
- provide an explanation of how to obtain the Criminal Record Check through their local police force or RCMP detachment and explain the payment process for these checks
- ensure that the Volunteer Application Form is completed, two references are checked and the signed Covenant of Care Agreement are filed in a safe, secure place in the parish office
- ensure that any concerns about criminal record checks or “positive” criminal records results are forwarded to the DRM Coordinator for review and approval.

O.8 Ministry Position Risk Ranking and Criteria



Determining Risk

The nature of the ministry and the inherent level of risk involved dictate the degree of screening required. There are four factors that are considered in order to determine whether a Position is High, Medium or Low risk.

1. The Participant

The vulnerability of the person(s) served needs to be taken into account. Small children, at-risk teens, the physically, socially or psychologically challenged, and frail seniors are the most vulnerable. A vulnerable adult is someone who does not have full use of her/his faculties or who is experiencing extreme trauma or abuse and is unable to function and reason normally.

Consider factors such as:

- Age
- Emotional distress
- Maturity
- Isolation
- History of abuse
- Language and communication skills
- Disability
- Dependence
- Physical ill health
- Mental ill health
- Current crisis/trauma

2. The Setting

The circumstances of the delivery needs to be taken into account. Where will the activity take place....in someone's home, a car, the parish hall, a campsite, in isolation, publicly?

Consider these questions: Does the position....

- require work in an isolated location
- require unsupervised contact with a vulnerable participant
- involve transportation of vulnerable participants
- involve heightened potential for contact with bodily fluids, infectious diseases and illnesses
- take place in an intrusive or unsafe environment

3. Intensity of the Activity

The “perceived authority” of the volunteer delivering the service is vital. The frequency and intimacy of encounters is very important. One-to-one grief counselling is a much more intense activity than the preparation and delivery of Christmas hampers.

Consider these questions: Does this position...

- involve physical contact
- involve working with young children in a setting where touching, lifting, toileting, etc. are intrinsic to the position
- involve helping participants change clothes, bathe, move around

- require physical exertion or endurance, such as helping someone transfer from a wheelchair
- involve working with extremely emotional or traumatized participants
- have expected high levels of stress, emotional strain, and burnout
- involve access to confidential participant or organisational information
- involve handling or managing funds, chequebooks or donations
- involve specific knowledge or skills required to fulfil this position

4. The Supervision

The issue of serious supervision must be considered in determining the level of risk involved in a ministry position.

Consider these questions:

- How well is the person in this position supervised?
- Does the volunteer have access to their supervisor when needed?
- Is feedback on performance regularly sought and given?
- Are participants consulted regarding the volunteers performance?

Note: As a matter of policy, all ministry positions are examined in the light of the relevant factors to determine the degree of risk involved. When there is doubt as to the degree of risk, a position is categorized as high risk.

The criteria identified below are not intended to be exhaustive and other criteria may need to be considered, subject to the requirements of a position.

Low risk positions are positions that meet all of the following criteria:

- the position does not require close contact with clients or the public
- the position is supervised (directly or indirectly) at all times
- the position does not require the person to handle money or food
- the position does not require the person to drive and/or transport others

Examples: Lectors, Eucharistic Ministers and Ushers

Medium risk positions are positions that meet any of the following criteria:

- the position requires a person to give information to clients or potential clients with a minimum of supervision
- the position requires a person to act on behalf of the organization in an unsupervised setting
- the position requires the person to handle money/ funds or food with a minimum of supervision
- the person has access to the organization's confidential files

Examples: Parish Finance Committee

High Risk positions are positions that meet any of the following criteria:

- the position requires a person to be alone and unsupervised with a child or others, including vulnerable persons
- the position requires a person to develop a close, supportive relationship with a client or group of clients
- the position may require or encourage driving with a client as a passenger
- the position requires the person to be left unsupervised in a building, home, or other setting operated by the organization on a regularly scheduled basis
- the position requires the person to have access to highly confidential information (personal/medical/financial)
- the position requires the person to be entrusted with control of keys, property, and access to buildings, etc.
- the position requires the person to operate a variety of mechanical equipment

Examples: Eucharistic Ministers to the Sick, Youth Group Leaders, Collection Counters

Exceptions

These criteria are not exhaustive. They are guidelines we used in establishing the risk level of the standardized positions. Some local conditions may cause risk level to be altered. When the Pastor, in consultation with the Parish Responsible Ministry Coordinator decides this is the case, the Diocesan Responsible Ministry Coordinator should be contacted to discuss the determining factors and possibly modify the risk level for that particular parish ministry.

When a person moves from a lower risk position to a higher level risk position, an appropriate risk assessment must be carried out. Employees in certain positions (based upon risk assessment) may be required to obtain a Criminal Record Check on an annual basis.

The only persons who are not considered within one of these three categories are “one-time-only” volunteers for low risk special events. These are volunteers who help out only for special events, such as Fall Bazaars, Spaghetti Suppers and Bake Sales, but do not belong to a specific ministry.

These volunteers should be asked to sign in and out, so a record of their involvement is kept on file. The sign-in/sign out sheet should include the name of the parish, the activity, and the date that the event took place and the volunteer’s name, address, and phone number. In so doing, the parish has a list that it can use to ask for help in the future. As well, the parish will have proof that the person volunteered.

0.9 Ministry Position Descriptions



Below is a listing of the Diocese of Victoria Ministry Positions.

If your Parish has a position not listed here; please submit a draft of the Ministry Position Description to the DRM for review and approval by the Diocese of Victoria.

Adoration Coordinator — Low Risk
Altar Server – Adult — Medium or High Risk*
Altar Server – Child/Youth – High Risk
Altar Server Coordinator — Medium or High Risk
Appeal Committee Member — Medium Risk
Baptismal Preparation Coordinator – Low Risk
Baptismal Preparation Team Member — Medium Risk
Bereavement Team Coordinator — High Risk
Bereavement Team Member — High Risk
Bible Study Coordinator – Medium Risk
Building and Maintenance Committee – Low Risk
Catechumenal Catechist of Children’s Initiation — High Risk
Children’s Liturgy of the Word Coordinator — High Risk
Children’s Liturgy of the Word Helper/Volunteer — High Risk
Children’s Liturgy of the Word Catechist — High Risk
Choir Director – Medium or High Risk*
Choir Member – Adult — Low or Medium Risk*
Choir Member – Child/Youth – Low or Medium Risk
Church Docent Member – Medium or High Risk*
Church Docent Coordinator – Medium or High Risk*
Collection Counter — High or Medium Risk
Collection Counter Coordinator — High or Medium Risk
Coordinator of Children’s Initiation — High Risk*
Custodian/Maintenance Person — High Risk
Extraordinary Minister of Communion – Low Risk
Extraordinary Minister of Communion Coordinator – High Risk
Extraordinary Minister of Communion to Homes/Institutions – High Risk
Lay Pastoral Visitor — High Risk
Lay Pastoral Visitors’ Coordinator — Medium Risk
Lector – Low Risk
Lectors’ Coordinator – Low Risk
Legion of Mary Leader — Low or Medium Risk
Legion of Mary Member — Low or Medium Risk
Liturgical Environment Planner – Low to Medium Risk
Liturgical Hospitality Coordinator – Medium Risk
Liturgical Hospitality: Greeters & Ushers – Low Risk
Marriage Preparation Facilitator/Coordinator – Medium Risk
Parish Finance Council Member — Medium Risk

Parish Finance Council Vice-Chairperson – Medium Risk
Parish Pastoral Council Chairperson — Medium Risk
Parish Pastoral Council Member — Low Risk
Parish Social Ministries — Low or Medium Risk
Parish Responsible Ministry Coordinator – High Risk
Parish Responsible Ministry Committee Member — High Risk
Prayer Group Coordinator — Low risk
RCIA Catechumenal Catechist — Medium Risk
RCIA Catechumenal Director — Medium Risk
RCIA Sponsor — Medium Risk
Refugee Sponsorship Committee – High Risk
Religious Articles Purchaser/vendor —Low Risk
Religious Education Assistant — High Risk
Religious Education Catechist — High Risk
Religious Education Coordinator — High Risk
Sacramental Preparation Coordinator — Medium or High Risk*
Sacramental Preparation Team Member — Medium Risk or High Risk*
Share Lent Campaign Chairperson – High Risk
Share Lent Campaign Committee Member – Low to Medium Risk
Sports’ League Coach — High Risk
Volunteer Driver — High Risk
Wedding Coordinator – Low Risk
Youth Minister — High Risk*

* When children (without the accompaniment of a parent and/or guardian) or the vulnerable are involved, this ministry position is **High Risk**.

List of High Risk Volunteer Positions

All Volunteer Positions connected with children or youth.

For example:

- Altar Server Coordinator
- Children's Liturgy Catechist/Coordinator/Helper
- Parish Religious Education Director/Catechist/Assistant
- Catechumenal Catechist for Children/RCIA for Children
- Choir Director for Child/Youth
- Youth Minister and Youth Ministry Volunteers
- Sports Coach

All Volunteer Positions connected with home or institutional visits.

For example:

- Minister of Communion to Persons at Home
- Minister of Communion to Persons in Hospitals/Nursing Homes
- Bereavement Team Member/Coordinator
- Lay Pastoral Visitors
- Volunteer Drivers
- Outreach Activities

All Volunteer Positions connected with the handling of money and have access to valuables and/or highly confidential information.

For example:

- Collection Counter
- Collection Counter Coordinator/Head
- Money Depositor
- Treasurers – All Parish Committees, Councils, Ministries, etc.
- Custodian/Maintenance Person
- Any position that requires having a KEY to the building or ALARM codes

Note: List is not exhaustive



<p>Follow these steps when recruiting volunteers for parish ministry</p>	<p>STEP 1</p> <ul style="list-style-type: none">• Have the potential volunteer complete a Volunteer Application Form• Provide a copy of the Volunteer Application Form to the Diocesan Responsible Ministry Coordinator (DRM).(Medium and High Risk positions only). <p>STEP 2 (For Medium and High Risk Positions)</p> <ul style="list-style-type: none">• Provide Letter of Introduction to the volunteer (DO NOT give this to applicant until copy of Volunteer Application form is provided to DRM).• Volunteer completes criminal record check application on-line using code provided in Letter of Introduction. <p>STEP 3</p> <ul style="list-style-type: none">• Parish Responsible Ministry (PRM) or Pastor conducts interview with the volunteer to determine suitability for ministry• Inform the volunteer of the ministry position expectations <p>STEP 4</p> <ul style="list-style-type: none">• PRM ensures Volunteer Application Form, Covenant of Care Agreement form and, where applicable, criminal record check, references and interview are completed. <p>STEP 5</p> <ul style="list-style-type: none">• PRM provides volunteer with the Responsible Ministry and Safe Environment Policy <p>STEP 6</p> <ul style="list-style-type: none">• Volunteer attends and participates in ministry training and orientation program• Volunteers familiarize themselves with policies on misconduct and the role of the volunteer in the prevention and detection of abuse and harassment.
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O.11 Flowchart for Handling Harassment Complaints

<p style="text-align: center;">Follow these steps to handle a harassment complaint</p>	<p>STEP 1 The PRM Coordinator upon receiving a complaint is responsible for making the complainant aware that he/she has the following response options:</p> <ul style="list-style-type: none">• Confront harasser in person or in writing requesting that the behaviour be stopped• Request mediation to be arranged via DRM Coordinator• Lodge a formal complaint• Lodge a civil complaint with the Human Rights Commission <p>STEP 2</p> <ul style="list-style-type: none">• In the event that a formal complaint or a legal complaint is made, the complainant should complete an Incident Report Form.• Incident report is submitted to PRM Coordinator <p>STEP 3</p> <ul style="list-style-type: none">• PRM Coordinator forwards complaint to DRM Coordinator <p>STEP 4</p> <ul style="list-style-type: none">• DRM Coordinator may:<ul style="list-style-type: none">• arrange and set up an investigation team• obtain a written statement from the alleged harasser• interview both involved parties, including witnesses• conduct necessary investigations• hold one or more meetings with the complainant, alleged harasser, and any other appropriate parties• DRM is required to document the details of the investigative process and consult with the Advisory Committee <p>STEP 5</p> <ul style="list-style-type: none">• DRM completes written report outlining complaint and resolution obtained• DRM recommends what action, if any, should be taken by the Bishop• DRM provides a copy of the report to the complainant and to the accused
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**Follow
these steps
to handle a
harassment
complaint**

STEP 6

- If harassment is proven and resolution obtained, a resolution agreement shall be drawn up, signed by both parties and ratified by the DRM

STEP 7

- If harassment is proven and resolution is not obtained, the Bishop shall receive a copy of the DRM Coordinator's written report and results of consultation with the Advisory Committee
- The Bishop may choose to meet with both parties and/or consult with legal counsel before making the final determination regarding the complaint and the actions to be taken
- The Bishop will document his final decision in writing
- The Bishop will inform all parties about the decision of culpability and the disciplinary actions to be taken
- A copy of the final report will be provided to the complainant and to the accused.

STEP 8

- The accused should be informed that he/she has a right to appeal disciplines of administrative leave or termination

O.12 Flowchart for Reporting Suspected Abuse of a Child

<p>Follow these steps if there is a complaint of child abuse</p>	<p>STEP 1</p> <ul style="list-style-type: none">• Any person receiving information about abuse of a child immediately reports the incident to the Ministry of Child and Family Development (MCFD) 310-1234.• Encourages the complainant with first-hand knowledge of the abuse to report the incident directly <p>STEP 2</p> <ul style="list-style-type: none">• Completes and submits the Incident Report Form subject to advice of the local child welfare agency <p>STEP 3</p> <ul style="list-style-type: none">• PRM Coordinator forwards report to DRM Coordinator or complainant may submit misconduct complaint directly to DRM Coordinator at 250-479-1331, ext 223 <p>STEP 4</p> <ul style="list-style-type: none">• DRM ensures that the appropriate authorities have been informed• DRM informs Advisory Committee• DRM consults legal counsel and insurers• DRM ensures cooperation with any investigation• DRM refrains from conducting an internal investigation until any investigation is complete• DRM contacts the child's family and informs them of victim support services that are available• DRM immediately suspends all ministry activity of accused while the investigation is ongoing• DRM informs the parish and offers resources to the parish community• DRM will be responsible for media communication <p>STEP 5</p> <ul style="list-style-type: none">• If the accused is found guilty, the accused is permanently removed from all ministry work• If the accused is exonerated, a plan is created to reintegrate the person back into ministry <p>STEP 6</p> <ul style="list-style-type: none">• DRM Coordinator informs the parish of the outcome
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O.14 Flowchart for Reporting Abuse of an Adult

<p>Follow these steps in handling a complaint of abuse against an adult</p>	<p>STEP 1</p> <ul style="list-style-type: none">• Any person in receiving information that an adult is being abused or neglected encourages the complainant to report it (or) contact appropriate authorities and Victim Services (1-800-563-0808) <p>STEP 2</p> <ul style="list-style-type: none">• The complainant or representative completes and submits the Incident Report Form to the PRM <p>STEP 3</p> <ul style="list-style-type: none">• PRM Coordinator forwards report to DRM Coordinator or complainant may submit complaint directly to DRM Coordinator at 250-479-1331, ext 223 <p>STEP 4</p> <ul style="list-style-type: none">• DRM Coordinator ensures that a report has been made to appropriate authorities• DRM informs Advisory Committee• DRM consults legal counsel and insurers• DRM ensures cooperation with any external investigations• DRM refrains from conducting an internal investigation until all investigations are complete• In the event that a criminal investigation is not launched, DRM Coordinator conducts an enquiry by interviewing the alleged perpetrator and others as deemed necessary• DRM offers to meet with parties for pastoral support• DRM notifies Bishop & Advisory Committee of status of any investigations• DRM will be responsible for media communication <p>STEP 6</p> <ul style="list-style-type: none">• The appropriate disciplinary response is determined• The Bishop informs the perpetrator and the complainant of the disciplinary actions to be taken <p>STEP 7</p> <ul style="list-style-type: none">• DRM Coordinator notifies the parish of the outcome of the investigation
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O.15 Checklist for GENERAL RISK Volunteer Positions



- Have the Volunteer Application Form completed in its entirety
- For those under 19 years of age, ensure that the appropriate Volunteer Application Form is used and that the Parent/Guardian signs the Consent
- Ensure that the person receives a copy of the Ministry Position Description
- Have the volunteer read and sign the Covenant of Care Agreement
- Contact two references
- Provide the contact information for the Ministry Coordinator/Supervisor

Once the completed Volunteer Application Form is returned, the person will then be able to begin their parish volunteer ministry position.

- Create a volunteer file for the person
- Put the following documents in the file:
 - Ministry Position Description (or list of Ministries involved in)
 - Volunteer Application Form
 - Signed Covenant of Care Agreement
 - Reference Check Notes

O.16 Checklist for MEDIUM and HIGH RISK Volunteer Positions

- Have the Volunteer Application Form completed in its entirety: all sections and provide a copy to the Diocesan Responsible Ministry & Safe Environment Coordinator.
- For those under 19 years of age, ensure that the Parent/Guardian signs the Consent.
- Provide a copy of the Letter of Introduction including the online criminal record check web link and access code.
- Ensure that the applicant receives a copy of the Ministry Position Description
- Have the applicant read and sign a copy of the Covenant and Care Agreement
- Provide the contact information for the Ministry Coordinator/Supervisor.
- Conduct an Interview to determine suitability.
- Contact at least two personal references.
- The Pastor will take any necessary action and then notify the Parish Responsible Ministry Committee/Coordinator about whether or not they may continue with the Orientation of the person to this position. The Parish is responsible for keeping this information strictly confidential and for ensuring that it is confidentially prepared for filing.
- Ensure that a Clearance Letter has been received from the Criminal Record Review Program

The person will then be able to begin their parish volunteer ministry position.

- Create a file for the person
- Put the following documents in the file:
 - Ministry Position Description (or list of Ministries involved in)
 - Volunteer Application Form
 - Noted Reference Checks
 - Signed Covenant of Care Agreement
 - Clearance Letter from the Criminal Record Review Program

O.17 File Requirement List



- ___ **Low Risk Ministries** (Baptism Preparation; Building & Maintenance Committee; Eucharistic Ministers; Lector; Legion of Mary Leader; Liturgical; Parish Pastoral Council Members; Prayer Group; Purchasing Agent; and Ushers)

- ___ **Medium Risk Ministries** (Altar Server–Adult; Bible Study Coordinator; Choir–Adult; Church Docent/Teacher; Finance Council Member; Marriage Preparation Facilitator; Parish Pastoral Council Chair; Parish Social Ministries; RCIA)

- ___ **High Risk Ministries** (Bereavement Team; Catechists; Children’s Liturgy; Custodian/ Maintenance; Lay Pastoral Visitor; Ministers of the Sacraments; Religious Education; Sacramental Preparation; Sports League Coach; Youth Group Leaders; Collection Counters; Volunteer Drive; Volunteer Screening Committee Member; Youth Minister)

- ___ **Clearance Letter from Criminal Record Review Program** (*excluding* Low Risk Ministries)

- ___ **Responsible Ministry & Safe Environment Protocol** provided to Ministry volunteer/employee.
Date: _____ (all Ministries)

- ___ **Read and signed Covenant of Care Agreement** (all Ministries)

- ___ **Two Reference Checks** (all Ministries)

- ___ **Volunteer Application Form** (all Ministries)

- ___ **Volunteer Duties and Responsibilities** provided and on file (all Ministries)

O.18 Criminal Record Check Follow-Up



Criminal Record Review Program

In some cases, a Criminal Record Check conducted by the Criminal Record Review Program (CRRP) will require follow up. This will mean an adjudication conducted by the CRRP. If the criminal record check finds an offence relevant to working with children or vulnerable adults (including financial dealings), the CRRP will send a letter to the applicant and the diocese stating that the file will be adjudicated. Adjudication is a review of the file to determine whether a history of criminal activity is present and if the offence(s) poses a threat or risk to vulnerable people.

A separate letter will be sent to the applicant explaining the adjudication process. They will also be asked to provide a written submission with more information about the offence(s). If the applicant does not respond, a decision about the application will be made based on the information available to the CRRP.

A CRRP investigator will gather additional information which may include: police and court documents; telephone or personal interviews with the applicant, victims(s) or other persons or agencies; and written submissions.

If the applicant disputes the existence of the offence(s) he or she will be directed to their local police to be fingerprinted in order to verify that the record check identified the correct person. The investigator will provide a report that the Deputy Registrar will use to assess whether or not the applicant poses a risk to vulnerable people.

Conventional Police System-based Criminal Record Check

In some cases, if an applicant is a member of the clergy, religious, an employee or other person not enrolled in the Criminal Record Review Program, a police system-based Criminal Record Check will require a follow up. At the bottom of a completed Criminal Record Check form there are four rectangular boxes that each have, on the right-hand side and below the heading For Police Use Only, two small boxes which say: None Located or May or May Not Exist. In any situation where any one of the boxes labelled May or May Not Exist is checked, there must be a follow-up to determine the nature of what may or may not be a problem.

This can be done by requesting the individual to go to the local police station and get a set of fingerprints taken. These will then be sent to Ottawa with a request for clarification as to the specific reason why that box was checked. There are fees for both obtaining fingerprints and for sending them to Ottawa for clarification: fees may differ by police detachment and will be reimbursed by the parish. At some police offices, the fingerprints can be taken and then sent to Ottawa digitally, which provides a faster turnaround.

The meaning of the four categories is thus:

Category 1: This may indicate anything. The reason for this box being marked **May or May Not Exist** can be anything from murder to driving while impaired or shoplifting.

Category 2: This box deals with anything currently before the courts or going to go before the courts. It also is used if certain prohibitions or conditions exist. For instance, the person may be prohibited from owning a firearm or driving a vehicle. Or it may mean that the individual must remain at home between certain hours or the person may not come within 500 metres of a school, or may not be alone in the presence of children. The possibilities are quiet extensive.

Category 3: This covers anything for which the individual was charged but not convicted. It is important to note that there often is a difference between “not being convicted” and being “found innocent.” For example, a person might be charged with assault but is declared “not guilty” because an important witness was not available. The person may indeed have committed the crime but was found “not guilty” for lack of a corroborating witness. Follow-up is still necessary to get the details.

Category 4: This category is used when the individual has had negative contact with the police and usually relates to current issues or matters that cause the policy to continue to maintain a record of the negative contact. For example, the individual may have been admonished by the police because of a neighbour’s complaint of loud music or because of a domestic disturbance that was heard and reported by neighbours. It may be any number of things, many of which may not be of concern to the Diocese. However, some things may exclude that person his/her request to be a volunteer.

It is possible that two individuals have the same name and a Criminal Record Check turns up a question which relates to someone other than the person who submitted a request for a Criminal Record check. This is why the box it titled May or May Not Exist. The key thing is that all such indications must be followed up on.

The Criminal Record Check should be forwarded to the Diocesan Responsible Ministry Coordinator (DRM); it will then be his or her responsibility to contact the individual for follow-up.

If the person refuses to obtain the requested and required information, the DRM will inform that person, the pastor, or Pastoral Centre staff that he or she is not able to work for the Catholic church.

O.19 Offences Reviewed Under the Criminal Records Review Act



Fingerprinting Process Required By The CRRP

- Relevant Offences Reviewed for those working with Children
- Relevant and Specified Offences Reviewed for those working with Vulnerable Adults

Relevant Offences Reviewed for those working with Children

The following sections of the Criminal Code (Canada) are designated as relevant offences and are reviewed:

- section 151: Sexual Interference;
- section 152: Invitation to Sexual Touching;
- section 153: Sexual Exploitation;
- section 153 (1): Sexual Exploitation of a person with a disability;
- section 155: Incest;
- section 159: Anal Intercourse;
- section 160: Bestiality;
- section 161: Order of Prohibition;
- section 163 (1): Child Pornography;
- section 170: Parent or Guardian Procuring Sexual Activity;
- section 171: Householder Permitting Sexual Activity;
- section 172 (1): Internet Luring;
- section 172: Corrupting Children;
- section 173 (1): Indecent Acts;
- section 173 (2): Exposure;
- section 177: Trespassing at Night;
- section 179: Vagrancy;
- section 212 (1): Procuring a Person for the Purposes of Prostitution;
- section 212 (2): Living Off the avails of child prostitution;
- section 212 (2.1): Living off the avails of prostitution;
- section 212 (4): Attempting to Obtain the Sexual Services of a Child;
- section 215: Duties of Persons to Provide Necessities;
- section 218: Abandoning Child;
- section 220: Causing Death by Criminal Negligence;
- section 221: Causing Bodily Harm by Criminal Negligence;
- section 229: Murder;
- section 235: Punishment for Murder;
- section 236: Punishment for Manslaughter;
- section 237: Punishment for Infanticide;
- section 238: Killing Unborn Child in Act of Birth;
- section 239: Attempt to Commit Murder;
- section 240: Accessory after Fact to Murder;
- section 242: Neglect to Obtain Assistance in Child Birth;
- section 243: Concealing Body of Child;
- section 244: Causing Bodily Harm with Intent;

- section 245: Administering Noxious Thing;
- section 246: Overcoming Resistance to Commission of Offence;
- section 264: Criminal Harassment;
- section 264 (1): Uttering Threats;
- section 266: Assault;
- section 267: Assault with a Weapon or Causing Bodily Harm;
- section 268: Aggravated Assault;
- section 269: Unlawfully Causing Bodily Harm;
- section 271: Sexual Assault;
- section 272: Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm;
- section 273: Aggravated Sexual Assault;
- section 273 (3): Removal of Child from Canada;
- section 279: Kidnapping/Forcible Confinement;
- section 279 (1): Hostage Taking;
- section 280: Abduction of Person under Sixteen;
- section 281: Abduction of Person under Fourteen;
- section 282: Abduction in Contravention of Custody Order;
- section 283: Abduction;
- section 372: False Messages/Indecent Telephone Calls/Harassing Telephone Calls;
- section 446: Cruelty to animals;
- section 810: Where Injury or Damage Feared;
- section 810 (1): Where Fear of Sexual Offence;
- section 810 (2): Where Fear of Serious Personal Injury offence

The following sections of the Controlled Drugs and Substances Act (Canada) are designated as a relevant offence:

- section 5: Trafficking in substance;
- section 6: Importing and exporting a substance;
- section 7: Production of a substance.

Relevant and Specified Offences Reviewed for those working with Vulnerable Adults

For those working with vulnerable adults or vulnerable adults and children, all the relevant offences listed above are reviewed. In addition, for those working with vulnerable adults the following sections of the Criminal Code (Canada) are designated as specified offences and are also reviewed:

- section 162: (Voyeurism)
- section 241: (Counseling Suicide)
- section 334: (Theft)
- section 336: (Criminal Breach of Trust)
- section 342: (Theft, Forgery of Credit Card)
- section 344: (Robbery)
- section 346: (Extortion)
- section 348: (Breaking and Entering)

- section 349: (Unlawfully in a Dwelling)
- section 351: (Possession of Break-in Instrument)
- section 355: (Possession of Stolen Goods)
- sections 362, 363: (False Pretences)
- section 367: (Forgery) section 368: (Uttering Forged Documents)
- section 372: (Harassing Calls)
- section 380: (Fraud)
- section 423: (Intimidation)
- section 430: (Mischief Endangering Life)
- section 433: (Arson — Disregard for Human Life)

Note: The CRRP Clearance can also be used to screen volunteers who work in areas of responsibility that include working with money.

O.20 Possible Questions for Interviewing Potential Church Employees or Volunteers



Note: The position being filled and relationship of the interviewer(s) to the candidate mean questions will need to be tailored to fit each parish situation.

Open-ended Questions – use open-ended questions when you expect more than a yes or no answer.

1. Tell me/us about yourself.
2. Why have you applied for this position?
3. What education, training, or life-experience do you have for the position?
4. How would your close friends describe you?
5. Who has been a model of the faith for you?

Questions of this type generally allow the candidate to share more personal information.

Closed-ended Questions – use close-ended questions when you need to know a specific piece of information. If the question requires a yes/no answer, expect the candidate to add a brief piece of valuable information to the answer. (#1) “Yes. I have 4 years of experience as a catechist in my former parish and I think they have been really rewarding”.

1. What do you enjoy most/least about working with young children, youth, adults, etc.?
2. Do you find any of the Church’s teachings particularly challenging?
3. Have you gone above and beyond the call of duty in your work?
4. Do you prefer to work independently or on a team?
5. Is your personal life-style in accordance with the Teachings of the Catholic Church?

Hypothetical Questions -use these questions to assess the person’s problem-solving skills and to make sure they have enough experience in the field to be able to face day-to-day problems.

1. What would you do if you found a co-worker in a possible compromising situation?
2. Should you be successful in getting this position what do you think will be your biggest challenge?
3. If the children/youth in your group seem to be excluding one or two of the others, how would you handle the situation?
4. If there should be disagreement with your supervisor on a matter of policy, how will you deal with it?

Behavioral Questions – used by interviewers to check the behavior of candidates. This type of question states that the best way to know what a candidate will do is by knowing what he/she did in a similar situation in the past.

1. Give an example of a personal goal you reached and tell us how you achieved it.
2. Describe a stressful situation in your last (teaching) position and how you handled it.
3. Describe a decision you made that was unpopular and how you handled implementing it.
4. How would you typically respond when your class/schedule is interrupted?
5. How do you achieve balance in your own life?
6. Share an example of how you were able to motivate co-workers or students.

O.21 Volunteer Ministry Position Descriptions



O.21.1 Adoration Coordinator

Overview

Under the direction of the Pastor, the Adoration Coordinator schedules and promotes adoration at the parish. They are involved in the prayer and adoration life of the Church, and inspire others to pray.

Activities/Responsibilities

- Encourages and promotes the adoration of the Blessed Sacrament in the parish.
- Develops and maintains a schedule for adoration.
- Ensures that person(s) are present during the hours of adoration.
- Arranges the set-up of flowers and candles for adoration of the Blessed Sacrament.
- Addresses other matters, as they arise, regarding the adoration of the Blessed Sacrament.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is active in parish worship.
- Is recognized within the parish community as a person of solid reputation.
- Is sensitive to the use of the church for the parish community's Liturgical celebrations as well as for private prayer and reflection.
- Is familiar with the ritual and theological implications and meanings of the adoration of the Blessed Sacrament.
- Possesses good organizational skills.
- Can relate effectively and communicate clearly with others.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy, enthusiastic and able to motivate others.
- Is a person of prayer.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard Parish orientation program.

Participant Group

Parishioners wishing to participate in the adoration of the Blessed Sacrament.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the spiritual life of the parish community.

Will have a direct impact on building community within the parish.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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

This ministry position description accurately reflects the Ministry of Adoration Coordinator currently practiced at _____ .
 (Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.2 Altar Server – Adult



Overview

The Altar Server assists the members of the liturgical assembly by presenting or arranging vessels and other items used in the celebrations. Their reverent and efficient service enables other ministers to attend to their own roles while the liturgical actions unfold with calm, order and appropriate decorum. As members of the assembly who are often visible to all, the altar servers also model good liturgical participation.

Activities/Responsibilities

- Assists with the preparation of the sanctuary and sacred vessels before the Liturgy and their proper care afterward.
- Uses and cares for various items used in the Liturgy (cross, candles, incense, sacramentary, etc.).
- Prepares altar or assists in doing so before the presentation of the gifts.
- Assists with books and other altar accessories as needed.
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly.
- Exhibits responsibility by serving when scheduled and taking part in rehearsals.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Has the necessary skills to serve the liturgical assembly as outlined here.
- Participates fully as a member of the liturgical assembly.
- Has the appropriate knowledge of furnishings, vestments, etc.
- Has learned the ceremonial procedures of the community.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Welcomes opportunities to keep growing in understanding and appreciation of the Liturgical Rites, which they help the community to celebrate.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and altar server training if offered.

Participant Group

Other Altar Servers, the Priests, Deacons, Liturgical Ministers and parishioners.

Support, Supervision, and Evaluation

The Altar Server Coordinator or _____ is the first level of support, supervision and evaluation.

The parish priest and/or his delegate(s) also exercise this role in their work with Altar Servers.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

- Will directly contribute to the liturgical experience at the Parish.
- Will develop team working skills and a greater knowledge of the Liturgy.
- This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a General risk position (provided the Altar Servers do not serve with those under 19). Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Altar Server - Adult currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.3 Altar Server – Child/Youth



Overview

The Altar Server assists the members of the liturgical assembly by presenting or arranging vessels and other items used in the celebrations. Their reverent and efficient service enables other ministers to attend to their own roles while the liturgical actions unfold with calm, order and appropriate decorum. As members of the assembly who are often visible to all, the Altar Servers also model good liturgical participation.

Activities/Responsibilities

- Assists with the preparation of the sanctuary and sacred vessels before the Liturgy and their proper care afterward.
- Uses and cares for various items used in the Liturgy (cross, candles, incense, sacramentary, etc.).
- Prepares altar or assists in doing so before the presentation of the gifts.
- Assists with books and other altar accessories as needed.
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly.
- Exhibits responsibility by serving when scheduled and taking part in rehearsals.

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:

Skills, Experience, and Qualifications

- Is a baptized member of the Catholic Church and is already a participant in the Liturgy.
- Has the necessary skills and sufficient maturity to serve the liturgical assembly as outlined here.
- Has learned to participate fully as a member of the liturgical assembly.
- Has participated in a training process that includes appropriate knowledge of furnishings, vestments, etc.
- Has participated in a training process that prepares the server for the ceremonial procedures of the community.
- Must be ___ years of age or older /OR in grade ___.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Welcomes opportunities to keep growing in understanding and appreciation of the Liturgical Rites, which they help the community to celebrate.
- Has a spirit of generosity.
- Sufficient maturity to focus on the Liturgy and exercise her/his ministry with proper behaviour and attention.

Orientation and Training

Standard parish orientation program and altar server training if offered.

Participant Group

Other altar servers, the priests, deacons, liturgical ministers and parishioners.

Support, Supervision, and Evaluation

The Altar Server Coordinator or _____ is the first level of support, supervision and evaluation.

The parish priest and/or his delegate(s) also exercise this role in their work with Altar Servers.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the liturgical experience at the Parish.

Will develop team working skills and a greater knowledge of the Liturgy.

This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a General risk position.

Completion of a Volunteer Application Form is required (which includes parent and/or guardian consent).

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Altar Services - Child

currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.4 Altar Server Coordinator



Overview

The Coordinator for Altar Servers supervises, manages, trains & arranges altar servers to fulfill their ministry. The coordinator has a significant impact on the spiritual growth of young people as they express their faith in assuming duties as Altar Servers.

Activities/Responsibilities

- Maintains contact list of Altar Servers.
- Ensures any changes in the list of Altar Servers are communicated promptly to the Parish Responsible Ministry Committee.
- Collaborates with the Pastor and/or his delegate(s) to ensure that Altar Servers perform their duties.
- Prepares a schedule of servers for weekend Masses and arranges for servers to assist at weddings and liturgical celebrations or services.
- Assists in the recruitment of Altar Server candidates.
- Provides training for new Altar Servers.
- Promotes a safe environment both for training and the practice of the ministry.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has detailed knowledge of the Liturgy and the duties of the Altar Server.
- Has an ability to relate and communicate effectively with others, especially children & youth.
- Has time and flexibility to attend various masses in order to develop support with Altar Servers and to monitor and encourage them.
- Has the ability to delegate and follow up.
- Must be flexible and tactful in relating to youth and their parents.
- 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.
- Welcomes opportunities to keep growing in understanding and appreciation of the Liturgical Rites, which they help the community to celebrate.
- Has a spirit of generosity.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard parish orientation program and Altar Server Coordinator training if provided.

Participant Group

Altar Servers

Support, Supervision, and Evaluation

The Pastor and/or his delegate(s) is/are the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

- Will directly contribute to the liturgical experience at the Parish.
- Will further develop leadership skills.
- Will enhance personal growth of faith and better understanding of parish Liturgy.
- This is a volunteer position requiring a time commitment of ___ hours per week/ ___hours per month. Must be able to attend the orientation session and training sessions.

Screening Recommendations

- This is a High risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Altar Server Coordinator currently practiced at _____ .
 (Parish Name)

 Parish Responsible Ministry Committee

 Pastor

 Date

O.21.5 Baptismal Preparation Coordinator



Overview

Baptism is an initiation into the Paschal Mystery and life in a community of faith. Under the direction of the Pastor and in cooperation with the Pastoral Team, the Baptismal Preparation Coordinator organizes and facilitates the process of preparing families to celebrate the Baptism of their child. The Baptismal Preparation Coordinator shares a love for the Church, an understanding of Baptism as a Sacrament of Initiation and embodies the importance of Hospitality.

Activities/Responsibilities

- Commits to the full process.
- Maintains contact list of parents wanting to participate in the Baptismal Preparation.
- Implements the Baptismal Preparation process as developed in consultation with the Pastor.
- Ensures that appropriate materials are available for the program and recommends the purchase of required resources to the Pastor.
- Collects registrations and baptismal certificates and complete all administrative work.
- Assists in setting dates and preparing for liturgies.
- Facilitates information and parent meetings for Baptismal Preparation.
- Ensures that a prayerful spirit prevails throughout the Preparation process.
- Meets with families who are unable to attend meetings and/or gatherings.
- Arranges for certificates and for names to be recorded in the Parish registers.
- Maintains a current list of Baptismal Preparation Team Members
- Ensures any changes in the list of Baptismal Preparation Team Members are communicated promptly to the Parish Responsible Ministry Committee.
- Recruits, trains, supervises and evaluates Baptismal Preparation Team Members.
- Is responsible for replacement of Baptismal Preparation Team Members in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish process.
- Is responsible for the periodic evaluation of all aspects of the process.
- Attends and participates in the liturgical celebrations when available.
- Schedules and is available for all team meetings.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been an active member of the parish for at least 2 years.
- Is recognized within the parish community as a person of solid reputation.
- Is familiar with the Parish Resource provided by the Diocesan Office of Religious Education.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Should have experience in Immediate Preparation process.
- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Can relate effectively and communicate clearly with others.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a willingness to work with the Pastor, Pastoral Team and Baptismal Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence.
- Pays close attention to detail.
- Has a spirit of generosity.

Orientation and Training

Training and formation provided by Pastor and/or the Diocese of Victoria. Workshops and Seminars provided by the Diocesan Office of Religious Education.

Participant Group

Parents involved in the Immediate Preparation for Baptism, Sponsors and Baptismal Preparation Team Members.

Support, Supervision, and Evaluation

The Pastor and/or Pastoral Team are the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will enhance personal growth of faith.
- Will further develop leadership, training and facilitation skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend orientation session, training sessions and regular meetings as required.

Screening Recommendations

- 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.

This ministry position description accurately reflects the Ministry of Baptismal Preparation

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.6 Baptismal Preparation Team Member



Overview

Baptism is an initiation into the Paschal Mystery and life in a community of faith.

The Baptismal Preparation Team Members are called to share in the Church's teaching on the Sacrament of Baptism by preparing for the gathering, leading the preparation sessions and providing hospitality and a welcoming environment. The Baptismal Preparation Team Member shares a love for the Church, an understanding of Baptism as a Sacrament of Initiation and embodies the importance of Hospitality.

Activities/Responsibilities

- Commits to the full process.
- Prepares for gatherings and catechetical sessions based on the materials provided by the parish.
- Gathers parents and godparents and leads them through sessions (during gatherings and catechetical sessions).
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Baptismal Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback.
- Attends and participates in the liturgical celebrations when available.
- Is present for team meetings and training sessions as required.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 19 years of age.
- Has been an active member of the parish for at least 2 years.
- Is familiar with the Parish Resource provided by the Diocesan Office of Religious Education.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others.
- Must have good presentation skills.

- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Has a spirit of generosity and creativity.

Orientation and Training

Training and formation provided by Baptismal Preparation Coordinator. Workshops and Seminars provided by the Diocesan Office of Religious Education.

Participant Group

Parents and Godparents involved in the Immediate Preparation for Baptism and other Baptismal Preparation Team Members.

Support, Supervision, and Evaluation

The Baptismal Preparation Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will enhance personal growth of faith.
- Will further develop facilitation skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month. Must be able to attend orientation session, training sessions and regular meetings as required.

This ministry position description accurately reflects the Ministry of Baptismal Preparation

Screening Recommendations

Team Member currently practicing at _____ .
 This is a Generalist position.

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

Parish Responsible Ministry Committee

 Pastor

 Date

O.21.7 Bereavement Team Coordinator



Overview

Under the direction of the Pastor, the Bereavement Team Coordinator is responsible for the Bereavement Ministry and setting goals to reflect the needs of the parish. The purpose of this ministry is to provide support to those who are experiencing grief.

Activities/Responsibilities

- Maintains contact list of Bereavement Team Members.
- Ensures any changes in the list of Bereavement Team Members are communicated promptly to the Parish Responsible Ministry Committee.
- Under the direction of the Pastor or his appointed delegate, will recruit new Bereavement Team Members on an as needed basis and will arrange for their required and ongoing training and orientation.
- Provides resources and available training that is relevant to this ministry.
- Provides active and ongoing support to Bereavement Team Members on an ongoing basis.
- Ensures that Bereavement Team Members have the necessary information about the bereaved person(s) in order to carry out their role.
- Supervises the quality and effectiveness of Bereavement Team visits.
- Identifies or is informed by the Pastor about the bereaved in the parish community requiring this service and keeps a current list of the bereaved and the visits.
- Develops a library of resources for bereavement ministry and other associated materials that can be used by Bereavement Team Members and bereaved families.
- Will undertake the initial contact for all parishioner requests for this service and will assign teams accordingly.
- Will schedule, organize and lead regular ongoing meetings.
- Ensures that at least two adult volunteers are present at all times during Bereavement visits.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Has sensitivity and an understanding of grief, loss and bereavement.
- 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.
- Honest, dependable and can maintain strict confidentiality.
- Possesses good listening skills, relational skills and good judgment.
- Is a person of prayer.
- Is comfortable in the presence of sadness, tears, and intense emotion.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard parish orientation program.

Must complete bereavement training or equivalent as approved by the Pastor.

Participant Group

Bereavement Team Members, the bereaved and their family/friends.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will directly contribute to the spiritual life of the parish community.
- Will develop pastoral care skills.
- Will perform community service and gain experience.
- This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a High risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Bereavement Team Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.8 Bereavement Team Member



Overview

The Bereavement Team Members provide support to those who are experiencing grief. The Church calls each member of Christ's Body to participate in the ministry of consolation; to care for the dying and to comfort all who mourn.

Activities/Responsibilities

- Provides support to those dealing with grief with regard to their spiritual needs.
- Is able to refer the bereaved to community agencies who may be of help to them.
- Is informed about the bereaved in the parish community and visits the assigned families as scheduled by the Bereavement Team Coordinator.
- Demonstrates, within their capacity, a caring relationship by providing practical assistance to the parishioners.
- Keeps in contact with the bereaved on a regular schedule as determined by the Bereavement Team Coordinator.
- May assist in the sending out of the bereavement cards.
- Keeps a record of all contact with the bereaved and provides this record to the Bereavement Team Coordinator.
- Will visit in teams of two.

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:

Skills, Experience, and Qualifications

- Is a baptized member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Can relate effectively and communicate clearly with others.
- Has skills, sensitivity and an understanding of grief, loss and bereavement.
- Has good organizational skills.
- 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.
- Is honest, dependable and can maintain strict confidentiality.
- Possesses good listening skills, relational skills and good judgment.
- Is a person of prayer.
- Is comfortable in the presence of sadness, tears, and intense emotion.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard parish orientation program.

Must complete bereavement training or equivalent as approved by the Pastor.

Participant Group

Other Bereavement Team Members, the bereaved and their family/friends.

Support, Supervision, and Evaluation

The Bereavement Team Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will directly contribute to the spiritual life of the parish community.
- Will further develop pastoral care skills.
- Will perform community service and gain experience.
- This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a High risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Bereavement Team Member

currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.9 Bible Study Coordinator



Overview

Under the direction of the Pastor, the Bible Study Coordinator coordinates a Parish based Scripture study that leads people to a greater understanding of the Bible, an awareness of God's living presence in Sacred Scripture, and an appreciation of how the Bible can be applied to daily life. Through personal study, small group discussion, lecture, and prayer, the Bible Study provides a balance of scholarship, reflection and application.

Activities/Responsibilities

- Liaises with Pastor and/or Pastoral Team on an ongoing basis for guidance and support.
- In cooperation with Pastor, establishes which scripture readings will be studied throughout the course of the program.
- Sets up a schedule including the start and end dates for the program.
- Prepares for each session by reflecting on the chosen scripture readings.
- May enhance Bible Study Program by inviting guest speakers and/or including resource materials.
- Ensures that each participant has the necessary resources to participate in the program.
- Develops a plan for publicizing the Bible Study Program and recruiting participants.
- Prepares the meeting room and greets participants as they arrive.
- Leads the group through the readings while encouraging and motivating the participants in the discussion.
- Guides prayer and creates an environment where open communication and faith-filled sharing can occur.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Is recognized within the parish community as a person of good reputation.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Bible Study Program.

- Possesses a good and current knowledge of the teachings of the Catholic Church, Theology and Scripture.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.
- Possesses good organizational skills.
- 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.
- Is honest, dependable and can maintain strict confidentiality.
- Is a person of prayer.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard parish orientation program and training provided by previous Bible Study Coordinator or Pastor. Other training maybe required as determined by Pastor.

Participant Group

People attending the Bible Study Program and the parish community.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will directly contribute to participants’ spiritual development.
- Will further develop leadership and organizational skills.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

If a general risk ministry has activities/responsibilities that are considered high risk as determined in the Parish Responsible Ministry Resource Manual High Risk Level Criteria, this ministry will be deemed as High risk.

- 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.

This ministry position description accurately reflects the Ministry of Bible Study Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.10 Building and Maintenance Committee Member



Overview

Under the direction of the Pastor, the Building and Maintenance Committee oversees the maintenance and repair of the Parish buildings and grounds. They ensure that the Church building and its surroundings remain in good repair are a safe environment for the parish staff, parishioners and those who visit the parish.

Activities/Responsibilities

- Oversees the maintenance and repair of the parish building and its surroundings which include: church, parish hall, rectory, grounds/gardens, etc...
- Regularly inspect the parish facilities to assess the maintenance and repair requirements and reports all findings to the Pastor.
- Recommends to the Pastor the prioritizing of maintenance and repair projects to be undertaken around the parish.
- Solicits quotations for work needing to be done around the parish.
- Prepares reports for the Parish Finance Council and Pastoral Council about the repair and maintenance work needing to be done around the parish.
- Is available for training as required.

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:

Skills, Experience, and Qualifications

- Is at least 19 years of age.
- Has sufficient skills and maturity to serve the parish as outlined in this position description.
- Is familiar with the parish building, its surroundings and structures.
- Has skills in various areas including: landscaping, electrical, plumbing, construction, architecture, etc...
- Has training in and/or knowledge of building codes, legislation, fire regulations, WHMIS and health and safety procedures.
- Can relate effectively and communicate clearly with others.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard Parish orientation program and training provided by Pastor.

Participant Group

Other members of the Building and Maintenance Committee

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will directly impact the upkeep and overall view of the parish.
- This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a General risk position. (****If this individual holds a key to the parish the position is deemed High risk)

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

This ministry position description accurately reflects the Ministry of Building and

Maintenance Committee currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.11 Catechumenal Catechist of Children's Initiation



Overview

In the journey of Christian Initiation, Catechists have an indispensable role. They enable the faith of inquirers to resonate more and more deeply in their lives as they approach the sacraments of life in Christ. This direct formational reference to both the experience of evangelization and that of the sacraments is what distinguishes the work of Catechumenal Catechists from other catechetical roles. Under the direction of the Coordinator of Children's Initiation, Catechumenal Catechists seek for the catechumens not just an acquaintance with doctrine and precepts, but also the experience of an "apprenticeship" in the whole of Christian life. They take an active part in the rites and celebration of the Word that mark the RCIA process.

Activities/Responsibilities

- Prepares children for the sacraments of Christian Initiation.
- Assists the Ministry Coordinator by preparing lessons.
- Is present to teach the children based on the prepared lessons.
- Is available to communicate with parents and/or family members of the catechumens.
- Liaises with the Ministry Coordinator on an ongoing basis.
- Is available for meetings and training.
- Attends all liturgical celebrations and rites of the Christian Initiation process.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Possesses a good knowledge of the Christian Initiation process and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children, youth and their families

- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- 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.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor, the Ministry Coordinator and fellow Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and training provided by Ministry Coordinator. There are resources and sessions provided through the Diocesan Pastoral Centre.

Participant Group

Children enrolled in the RCIA program and their families, and other Catechumenal Catechists.

Support, Supervision, and Evaluation

The Coordinator for Children's Initiation and/or Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will have a direct impact on the faith formation of children and their families.
- Will further develop leadership and facilitation skills.
- Will enhance personal growth of faith.
- Will perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month. Must be able to attend the orientation session and training sessions as required.
- Must be available for all necessary meetings, events and liturgical celebrations.

Screening Recommendations

This is a High risk position.

- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Catechumenal Catechist of Children’s Initiation currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.12 Children’s Liturgy of the Word Coordinator



Overview

The Children’s Liturgy of the Word Coordinator oversees the functioning of the Children’s Liturgy of the Word program offered at the parish. The Children’s Liturgy of the Word is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.

Activities/Responsibilities

- Maintains a current list of Children’s Liturgy of the Word Catechists &Helpers/Volunteers.
- Ensures any changes in the list of Children’s Liturgy of the Word Teachers & Helpers/ Volunteers are communicated promptly to the Parish Responsible Ministry Committee.
- Arranges scheduling for Teachers and Helpers involved in Children’s Liturgy of the Word.
- Trains, supervises and evaluates Children’s Liturgy of the Word Teachers and volunteers.
- Follows the format for Children’s Liturgy of the Word developed in consultation with the Pastor.
- Supervises teachers and volunteers who may be present.
- Liaises with parents and/or guardians of children participating in Children’s Liturgy of the Word as needed.
- Ensures that appropriate materials are available for the program and recommends the purchase of required resources to the Pastor.
- Meets with Children’s Liturgy of the Word Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is available for meetings and training on both the parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

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:

Skills, Experience, and Qualifications

- Fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Is knowledgeable about the teachings of the Catholic Church.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Liturgy Program for children.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- 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.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and Children's Liturgy Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and Children's Liturgy of the Word Coordinator training provided by the incumbent Children's Liturgy of the Word Coordinator or the Diocese of Victoria.

Participant Group

Children's Liturgy of the Word Teachers & Helpers, children and their families who participate in the Children's Liturgy of the Word.

Support, Supervision, and Evaluation

The Pastor and/or his delegate(s) are the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the children’s liturgical experience at the Parish.

Will further develop leadership, training and facilitation skills.

Will enhance personal growth of faith and better understanding of parish liturgy.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___hours per month. Must be able to attend orientation session, training sessions and regular meetings as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A criminal record check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Children’s Liturgy of the Word Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.13 Children’s Liturgy of the Word Helper/Volunteer



Overview

The Children’s Liturgy of the Word Helper assists with presenting Children’s Liturgy of the Word. Children’s Liturgy of the Word is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.

Activities/Responsibilities

- Assists in the physical set up and take down of chairs and tables used for Children’s Liturgy of the Word.
- Assists in the set-up of materials required for each lesson and returning materials to their proper storage area at the end of the lesson.
- Is present to assist the teacher as required during all scheduled lessons.
- Actively participates in the lesson, helping children read and interpret lesson material.
- Under the direction of the Children’s Liturgy of the Word Catechist, assists with activities provided during Children’s Liturgy of the Word.

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:

Skills, Experience, and Qualifications

- Fully initiated member of the Catholic Church in good standing.
- Is familiar with the Liturgy and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children and youth.
- 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.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Children's Liturgy of the Word Catechist to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program.

Participant Group

Children and youth who participate in the Children's Liturgy of the Word.

Support, Supervision, and Evaluation

The Children's Liturgy of the Word Catechist is the first level of support, supervision and evaluation.

The Children's Liturgy of the Word Coordinator also exercises this role in his/her work.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the children's liturgical experience at the Parish.

Will enhance personal growth of faith and better understanding of parish liturgy.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend the orientation session.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A criminal record check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Children's Liturgy of the Word Helper/Volunteer currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.14 Children’s Liturgy of the Word Catechist



Overview

The Children’s Liturgy of the Word Catechist presents the Word of God to children in a systematic way according to their understanding. Children’s Liturgy of the Word is suitably adapted to be made relevant to the lives and experiences of young children preparing them for full participation in the Liturgy. It gives them an opportunity to receive and respond to the Sunday readings.

Activities/Responsibilities

- Prepares for each lesson by reviewing the material prior to class.
- Ensures that the hall is set up prior to the beginning of Mass and cleaned up after Mass.
- Escorts children to a suitable meeting place prior to the proclamation of the Word.
- Ensures that children return after the homily.
- Is present to teach all scheduled lessons as outlined in the program material.
- Leads the children in class through the activities outlined in the program.
- Liaise with the Ministry Coordinator on an ongoing basis, usually once a month, to receive suggestions and feedback on current and upcoming lessons.
- Is present for planning meetings as required.
- Shares the faith accurately and seeks support, when necessary.
- Supervises any volunteers that may be present.
- Ensures that at least two adult volunteers are present at all times during Children’s Liturgy of the Word.

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:

Skills, Experience, and Qualifications

- Fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Has been registered with the parish for at least 2 years.
- Is familiar with the Liturgy and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.

- Demonstrates good presentation skills.
- Ability to facilitate meetings and group dynamics.
- 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.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor, Children's Liturgy Coordinator and fellow teachers to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and training provided by the Ministry Coordinator.

Participant Group

Children and youth who participate in the Children's Liturgy of the Word, Children's Liturgy of the Word Helpers/Volunteers.

Support, Supervision, and Evaluation

The Children's Liturgy of the Word Coordinator or the Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the children's liturgical experience at the Parish.

Will further develop leadership, training and facilitation skills.

Will enhance personal growth of faith and better understanding of parish liturgy.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend orientation session, training sessions and regular meetings as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A criminal record check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Children’s Liturgy of the Word Helper/Volunteer currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.15 Choir Director



Overview

The Choir Director conducts the Choir Members and any Instrumentalists and encourages the active participation of the parish community in singing at the Liturgy.

Activities/Responsibilities

- Maintains contact list of Choir Members.
- Ensures any changes in the list of Choir Members are communicated promptly to the Parish Responsible Ministry Committee.
- Collaborates with the Pastor and other members of the parish staff.
- Leads the choir in a way that supports the congregation's musical participation.
- Directs any solos during liturgical celebrations.
- Prepares all choral music for the Liturgy.
- Schedules, prepares for and leads the choir in rehearsals.
- Conducts the choir and any instrumentalists for the music used during the Liturgy.
- Works in conjunction with other members of the music staff to share in presenting music for the Liturgy.
- Attends workshops on Liturgy as required.
- Plans the liturgical calendar with the Pastor or his delegate(s).

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:

Skills, Experience, and Qualifications

- Fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is knowledgeable of sound liturgical principles based on the Church's liturgical documents.
- Is recognized within the parish community as a person of good reputation.
- Demonstrates adequate skill in conducting and vocal techniques.
- Has a thorough understanding of the human voice.
- Possesses the ability to work with amateur, volunteer singers.
- Is familiar with available choral repertoire for various choral voicings.

- Has the ability to recruit, and motivate parishioners to be involved in the music ministry.
- The following musical training (e.g., Grade 10 piano degree, diploma in conservatory training, etc.) _____ is necessary; _____ is an asset.

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 and collaboration with strong interpersonal skills.
- Has enthusiasm, a positive attitude and a genuine appreciation of music.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and Choir Director professional development.

Participant Group

Choir Members, Instrumentalists

Support, Supervision, and Evaluation

The Pastor and/or his delegate(s) are the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the liturgical experience at the Parish.

Will further develop leadership skills.

Good training and experience for those seeking advancement in the fields of directing and conducting. Approved expenses incurred for music ministry material will be reimbursed.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend orientation session and training sessions as required.

Screening Recommendations

This is a General risk position (unless the participants are younger than 16 years, then this is a High risk position).

Completion of a Volunteer Application Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Choir Director

currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.16 Choir Member – Adult



Overview

The Choir's role has great importance in the Parish's Liturgy. Members of the choir share in the proper performance of the music sung, and encourage the active participation of the faithful in the singing.

Activities/Responsibilities

- Under the direction of the Choir Director, integrates their own area of responsibility in the singing of liturgical music.
- May be called upon to sing solo performances during the Liturgy.
- May be called upon to play an instrument for the music used during the Liturgy.
- Attends weekly practices and regular rehearsals and comes prepared with music selections as appropriate.
- Is available to sing during other special Church services and events as required.
- Works in conjunction with other members of the music staff to share in presenting music for the Liturgy.

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:

Skills, Experience, and Qualifications

- Is an active participant in parish worship.
- Demonstrates adequate skill in vocal techniques.
- Has an understanding of music and the Liturgy.
- The following musical training/background: _____ is necessary; _____ is an asset.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer and collaboration with strong interpersonal skills.
- Is able to comfortably and confidently sing in public.
- Has enthusiasm, a positive attitude and a genuine appreciation of music.
- Demonstrates commitment to developing voice skills.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and orientation to the musical nature/character of the particular parish choir.

Participant Group

Other Choir Members and Instrumentalists

Support, Supervision, and Evaluation

The Choir Director is the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the liturgical experience at the Parish.

Will develop choral singing ability.

Good training and experience for those seeking advancement in the field of music.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___hours per month. Must be able to attend orientation session as required.

Screening Recommendations

This is a General risk position (provided the Choir Members do not serve with those under 16). Completion of a Volunteer Application Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Choir Member - Adult currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.17 Choir Member – Child/Youth



Overview

The Choir's role has great importance in the Parish's Liturgy. Members of the choir share in the proper performance of the music sung, and encourage the active participation of the faithful in the singing.

Activities/Responsibilities

- Under the direction of the Choir Director, integrates their own area of responsibility in the singing of liturgical music.
- May be called upon to sing solo performances during the Liturgy.
- May be called upon to play an instrument for the music used during the Liturgy.
- Attends weekly practices and regular rehearsals and comes prepared with music selections as appropriate.
- Is available to sing during other special Church services and events as required.
- Works in conjunction with other members of the music staff to share in presenting music for the Liturgy.

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:

Skills, Experience, and Qualifications

- Active participant in Parish worship.
- Demonstrates adequate skill in vocal techniques.
- Has some understanding of music and the Liturgy.
- The following musical training/background: _____ is necessary; _____ is an asset.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to collaborate well with others and enjoys teamwork.
- Has a liturgically oriented spirituality.
- Is able to comfortably and confidently sing in public.
- Enthusiasm, positive attitude and a genuine appreciation of music.

- Demonstrates commitment to developing voice skills.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program, orientation to the musical nature/character of the particular choir.

Participant Group

Other Choir Members and the assembly.

Support, Supervision, and Evaluation

The Choir Director is the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the liturgical experience at the Parish.

Will develop choral singing ability.

Good training and experience for those seeking advancement in the field of music.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___hours per month. Must be able to attend orientation session as required.

Screening Recommendations

This is a General risk position.

Completion of a Volunteer Application Form is required (which includes parent/guardian consent).

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Choir Member - Child/

Youth currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.18 Collection Counter Coordinator



Overview

Under the direction of the Pastor, the Collection Counter Coordinator is responsible for the timely and accurate counting of weekly and special collections for the parish according to the procedures fixed by the Finance Council.

Activities/Responsibilities

- Maintains contact list of Collection Counters/Team Leaders.
- Ensures any changes in the list of Collection Counters and/or Team Leaders are communicated promptly to the Parish Responsible Ministry Committee.
- May participate as a Collection Counter/Team Leader with all the responsibilities of that ministry position.
- In collaboration with the Pastor, recruits Volunteers to include as Collection Counters/Team Leaders.
- Is responsible for replacement of Collection Counters/Team Leaders in the event of short notice cancellation
- Trains and provides continued support for Collection Counters and Team Leaders.

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:

Skills, Experience, and Qualifications

- Registered and in good standing with the Church, Pastor and community.
- Is at least 21 years of age with 2 years' experience as a Collection Counter.
- Is recognized within the parish community as a person of good reputation.
- Able to organize and schedule others.
- Has an aptitude for assessing and evaluating people who are suitable for this ministry.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.

- Pays close attention to detail.
- Possesses good organizational skills.

Orientation and Training

Standard parish orientation program and training provided by previous Collection Counter Coordinator and/or Pastor.

Participant Group

Collection Counters, Collection Counter Team Leaders

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly contribute to the development of the Parish.

Will further develop leadership skills.

Good training & experience for those seeking advancement in the fields of Finance & Accounting.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Collection Counter

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.19 Collection Counter



Overview

Under the direction of the Collection Counter Coordinator, the Collection Counter assists in the timely and accurate counting of weekly and special collections for the parish. The team must consist of at least two people. Confidentiality and discretion is imperative to the safety and security of the collection counters, staff and the parish. A Collection Counter maybe asked to act as Team Leader for the group.

Activities/Responsibilities

- Opens, sorts and counts all weekly collection donations (cash and cheques) according to established procedures.
- Sorts and separates all offerings according to category (offertory, building fund, Share Lent, etc.).
- Records any loose cheques in the collection on a plain piece of paper or on a blank envelope.
- Counts and rolls loose coins.
- Makes every effort to ensure accuracy in the counting and recording donation amount on envelope.
- Completes the bank deposit form.
- Ensures that the deposit is properly secured.
- Returns all forms and equipment to their proper location.
- Advises the team leader or the coordinator if unable to make scheduled counting shift.
- Maintains strict confidentiality concerning all finances, information and matters related to this ministry.
- Team Leaders organize volunteers assigned by the Collection Counter Coordinator.

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:

Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Collection Counters must be at least 19 years of age; Team Leaders must be at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Accurate counting and recording skills with previous counting experience recommended.

- Has the ability to work with others as a team.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.

Orientation and Training

Standard parish orientation program and training provided by Collection Counters' Coordinator.

Participant Group

Other Collection Counters.

Support, Supervision, and Evaluation

The Collection Counters' Coordinator is the first level of support, supervision and evaluation for the Collection Counters and Team Leaders.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will develop collaboration and team working skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Collection Counter

currently practiced at _____ .
 (Parish Name)

 Parish Responsible Ministry Committee

 Pastor

 Date

O.21.20 Coordinator of Children's Initiation



Overview

The process of Christian initiation is intended to draw those who wish into the Church and into the paschal life. For children of Catechetical age (7 and older), the Rite of Christian Initiation of Adults is adapted to suit their age. Under the direction of the Pastor, the Coordinator of Children's Initiation directs all aspects of this process.

Activities/Responsibilities

- Maintains contact list of all Catechumenal Catechists of Children's Initiation.
- Ensures any changes in the list of Catechumenal Catechists and Sponsors are communicated promptly to the Parish Responsible Ministry Committee.
- Maintains contact information of all those interested and registered for the Rite of Christian Initiation.
- Is responsible for recruiting Catechumenal Catechists.
- Trains, supervises and evaluates Catechumenal Catechists.
- Arranges and sets up location.
- Meets with Catechumenal Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming sessions.
- Ensures Catechists' sessions are parish-approved.
- Is responsible for replacement of Catechumenal Catechists in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is responsible for communication with parents/guardians.
- Announces and oversees registration and interview process.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Prepares calendar, events and Liturgical Rites.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Attends all liturgical celebrations and rites of the Christian Initiation process.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Possesses a thorough understanding of the Rite of Christian Initiation.
- Possesses a solid knowledge of current theology and Catholic tradition.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechumenal Catechist.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of the Christian Initiation of Children.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Has appropriate leadership and facilitation skills.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Ability to facilitate meetings and plan and implement programs.
- Has good organizational skills.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Should be faith-filled, psychologically sound and have the ability to distinguish between faith sharing and teaching truths.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

Orientation and Training

Training and Formation provided by Pastor and/or the Diocese of Victoria. Workshops and Seminars provided by the Office of Religious Education (O.R.E.).

Participant Group

Catechumenal Catechists, Sponsors, and children and their families.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term

Benefits and Working Conditions

Will have a direct impact on the faith formation of children and their families.

Will further develop leadership, training and facilitation skills.

Will enhance personal growth of faith.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a General risk position (provided that children are always accompanied by their parent(s)). Completion of a Volunteer Application Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Coordinator of Children's Initiation currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.21 Custodian/Maintenance Person



Overview

Under the direction of the Pastor, the Custodian/Maintenance Person oversees the maintenance and cleanliness of the Parish building and grounds. They ensure that the Church building and its surroundings remains a safe environment for the parish staff, parishioners and those that visit the parish.

Activities/Responsibilities

- Is responsible for holding a copy of parish keys.
- At the request of the Pastor or parish staff, is available for securing and/or unlocking all parish rooms, offices and storage areas.
- Oversees the maintenance and cleanliness of the parish building and its surroundings which includes: parish hall, rectory, parking lot, grounds/gardens, etc.
- Maintains an inventory of all cleaning supplies.
- Ensures proper tools and equipment are in working order and available for use.
- Regularly inspects the parish facilities to assess the maintenance and cleaning requirements and reports all findings to the Building and Maintenance Committee (or the Pastor).
- Recommends to the Building and Maintenance Committee (or the Pastor) the ordering of supplies, and the repair or replacement of equipment and fixtures.
- Is available for training as required.

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:

Skills, Experience, and Qualifications

- Is at least 19 years of age.
- Must have sufficient skills and maturity to serve the parish as outlined here.
- Is familiar with the parish building, its surroundings and structures.
- Has extensive maintenance skills in various areas including: landscaping, electrical fixtures, plumbing, construction, etc.
- Has training in and/or knowledge of building codes, legislation, fire regulations, WHMIS and health and safety procedures.
- Is capable of lifting and moving objects as required.

- Must have good organization skills with the ability to multitask under time constraints.
- Can relate effectively and communicate clearly 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.
- Is honest, trustworthy and flexible.
- Is able to remain calm and work effectively in emergency situations.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard Parish orientation program and training provided by Pastor and/or previous Custodian.

Participant Group

There is no participant group.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly impact the safety and overall view of the parish.

This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required. Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Custodian/Maintenance

Person currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.22 Extraordinary Minister of Communion Coordinator



Overview

The Extraordinary Minister of Communion Coordinator, under the direction of the Pastor, coordinates all Extraordinary Ministers of Communion.

Activities/Responsibilities

- Maintains a current contact list of Extraordinary Ministers of Communion.
- Ensures any changes in the list of Extraordinary Ministers of Communion are communicated promptly to the Parish Responsible Ministry Committee.
- Participates as an Extraordinary Minister of Communion with all the responsibilities of that ministry position.
- Is responsible for recruiting, training and scheduling all Extraordinary Ministers of Communion.
- May be responsible for contacting hospitals, institutions or parishioners in order to have communion brought to those who cannot attend the Liturgy.
- Is responsible for replacement of Extraordinary Ministers of Communion in the event of short notice cancellation.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Collaborates with the Pastor and with other members of the pastoral team, integrating his/her own area of responsibility with the overall liturgical experience of the parish.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Is at least 21 years of age and duly prepared for this role.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has an ability to relate and communicate effectively with others.
- Has time and flexibility to attend various masses in order to develop support with Ministers of Communion.

- Has solid theoretical and practical knowledge of the Liturgy, Eucharistic theology and ritual.
- Has appropriate leadership and organizational skills.
- Can relate effectively and communicate clearly 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.
- Honest, dependable and can maintain strict confidentiality.
- Is open and sensitive to the diversity of persons involved in this ministry.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and training provided by previous Coordinator or Pastor.

Participant Group

Extraordinary Ministers of Communion, the assembly and all those wanting to receive Communion.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term

Benefits and Working Conditions

Will directly impact the liturgical experience at the parish and of the parish community at large.

Will further develop leadership and organizational skills.

This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Extraordinary Minister
of Communion Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.23 Extraordinary Minister of Communion to Homes/Institutions



Overview

The purpose of this ministry is to bring Holy Communion to parishioners who are unable to attend regular liturgy. This ministry provides the homebound and institutionalized with a sense of community and belonging.

Activities/Responsibilities

- Ensures adequate amount of Holy Eucharist is received in the pyx during liturgy and/or from the tabernacle.
- Contacts the parishioners to arrange a convenient time and date for the visit.
- Prepares all necessary items such as prayer cards, pyx, Holy Eucharist, etc. prior to the visit.
- Prayerfully meditates in preparation for a meaningful visit.
- Ensures the parishioner(s) is/are prepared and ready to receive the Eucharist and pays particular attention to their special needs.
- Conducts a brief prayer service with each parishioner and distributes Holy Eucharist to them.
- Ensures all is well with the parishioner before departing.
- Returns the pyx and other supplies to the allocated place at the parish.
- Actively seeks information from the Coordinator regarding new homebound and institutionalized parishioners and their special needs.
- Must always work in pairs or in a group.
- Checks the schedules and special assignments prepared for Extraordinary Minister of Communion to Homes/Institutions and notifies the Coordinator in case of scheduling conflict.
- Brings to the attention of the Coordinator any matters related to changes in health and/or spiritual needs of the homebound and/or institutionalized.
- Observes confidentiality with private matters of those who are visited.
- Has necessary transportation to homebound and institutionalized parishioners.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Is at least 19 years of age.
- Exhibits a love for the Eucharist and participates fully as a member of the liturgical assembly.
- Is a good listener and respectful to others.
- Is recognized within the parish community as a person of good reputation.
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound and institutionalized.
- Has participated in the training process that reflects on the mystery of the Eucharist and theology of Liturgy.
- 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.
- Is committed to prayer, gospel values and growth in personal holiness.
- Is at ease with social encounters, and can look people in the eye.
- Understands the sacredness of the Eucharistic encounter, giving this moment the time and presence it deserves.
- Is enthusiastic and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard parish orientation program and commissioning provided by the Pastor during mass.
Training provided by experienced Extraordinary or Ordinary Ministers of Communion.

Participant Group

Parishioners who are homebound and/or institutionalized.

Support, Supervision, and Evaluation

The Extraordinary Minister of Communion Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will impact the spiritual well-being of the homebound and/or institutionalized.

Will perform community service and gain experience.

This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month. Will 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.

Screening Recommendations

This is a High-risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Extraordinary Minister of Communion to Homes/Institutions currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.24 Extraordinary Minister of Communion



Overview

Extraordinary Ministers of Communion serve the Eucharistic life of the community. They are acknowledged by the bishop at the request of the Pastor to assist the celebrant and other Ordinary Ministers during liturgy in sharing the Eucharistic body and blood of Christ. They are commissioned by the Pastor or his delegate. The commissioning should take place in the presence of the community during mass.

Activities/Responsibilities

- During the Liturgy helps the Ordinary Ministers of Communion share the Eucharist.
- May assist with the division of the sacrament among the extra cups and plates needed for the Communion Rite as well as reserving what remains in the Tabernacle and cleansing the vessels after the Rite.
- Attempts to make eye contact by holding the host or cup at a level that allows the Minister to look just above or around it, saying only “The body (blood) of Christ.”
- For those wishing to receive only a blessing, this is done by laying a hand on their head and saying “May God bless you”.
- Responds to special circumstances that may arise during the Liturgy.
- Performs special tasks with dignity and otherwise participates fully as an exemplary member of the assembly modeling good liturgical participation.
- Is faithful to the schedule and arrives on time for the Liturgy as arranged by the Ministry Coordinator.
- Is responsible for advising the Ministry Coordinator in the event of short notice cancellation.
- Is helpful in assuring that all the parish community’s liturgical assemblies are adequately served with this ministry.
- Participates in rehearsals of ceremonial procedures in the parish community.
- Is available to clean the vessels as required.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in full communion with the Church.
- Is at least 16 years of age and has been duly prepared for this role.
- Is recognized within the parish community as a person of good reputation and love for the Eucharist.
- Participates fully as a member of the liturgical assembly.
- Has participated in a training process that reflects on the mystery of the Eucharist and theology of Liturgy.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Exercises the ministry in a manner which is additive to the prayer and participation of the assembly.
- Is committed to prayer, gospel values and growth in personal holiness.
- Is at ease with one-to-one social encounters, and can look people in the eye.
- Understands the sacredness of the Eucharistic encounter, giving this moment the time and presence it deserves.
- Is willing to develop skills of gracious movement and a consciousness of body language.
- Is enthusiastic and has good relational skills.

Orientation and Training

Standard parish orientation program and commissioning provided by the Pastor during mass. Training provided by experienced Extraordinary or Ordinary Ministers of Communion.

Participant Group

The assembly.

Support, Supervision, and Evaluation

The Extraordinary Minister of Communion Coordinator is the first level of support, supervision and evaluation. The parish priest and/or his delegate(s) also exercise this role.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly impact the liturgical experience at the parish.

Will enhance personal spiritual growth.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Extraordinary Minister
of Communion currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.25 Lay Pastoral Visitor



Overview

Lay Pastoral Visitor makes regularly scheduled visits to assigned housebound parishioners. Lay Pastoral Visitors are commissioned Extraordinary Ministers of Communion who have participated in the Lay Pastoral Visitor's Training Program and are mandated by their Pastor.

Activities/Responsibilities

- Visits persons at the request of the Pastor and/or Lay Pastoral Visitor Coordinator.
- Must always work in pairs or in a group.
- Contacts the parishioners to arrange a convenient time and date for the visit.
- Checks the schedules and is sure to notify the Coordinator in case of scheduling conflict.
- Actively seeks information from the Coordinator regarding new homebound and institutionalized parishioners and their special needs.
- Ensures adequate amount of Holy Eucharist is received in the pyx during liturgy and/or from the tabernacle.
- Prepares all necessary items such as prayer cards, pyx, Holy Eucharist, etc. prior to the visit.
- Prayerfully meditates in preparation for a meaningful visit.
- Ensures the parishioner(s) is/are prepared and ready to receive the Eucharist and pays particular attention to their special needs.
- At the comfort level of the person may conduct a brief prayer service with each parishioner and distributes Holy Eucharist to them.
- Reminds the person that the parish cares about them and gives them a sense of belonging in the community.
- At the comfort level of the person, the Lay Pastoral Visitor engages in conversation regarding personal and family information as well as current topics in the news.
- Ensures all is well with the person before departing.
- Has necessary transportation for visits.
- Brings to the attention of the Coordinator any matters related to changes in health and/or spiritual needs of the person(s) being visited.
- Observes confidentiality with private matters of those who are visited.
- Must keep a record of all visits (including dates and times) to be given to Lay Pastoral Visitor Coordinator.
- Returns the pyx and other supplies to the allocated place at the parish.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Is a skilled and compassionate listener and shows respect to others.
- Has a clear understanding of the nonjudgmental role of the Lay Pastoral Visitor.
- Can relate effectively and communicate clearly with others
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has participated in a training process that reflects on the Eucharist and Liturgy.
- 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.
- Non-judgmental attitude toward housebound parishioners.
- Honest, dependable and can maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable in the presence of sadness and tears.
- Is comfortable dealing with elderly, infirm, or disabled people.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program.

Participation in a Lay Pastoral Visitor’s Training Program as well as on-site training with more experienced Lay Pastoral Visitors or the Lay Pastoral Visitor’s Coordinator.

Participant Group

Housebound parishioners.

Support, Supervision, and Evaluation

The Lay Pastoral Visitor’s Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the social well-being of the parish community.

Will further develop pastoral care and relational skills.

Will impact the spiritual well-being of the homebound and/or institutionalized.

Will perform community service and gain experience for the purpose of school or career advancement.

Will be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Lay Pastoral Visitor currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.26 Lay Pastoral Visitor's Coordinator



Overview

Under the direction of the Pastor, the Lay Pastoral Visitor's Coordinator is responsible for organizing and training the Lay Pastoral Visitors and ensuring that they make regularly scheduled visits. The Coordinator introduces and follows up on a regular basis with both the Lay Pastoral Visitor and the housebound to ensure that the arrangement works satisfactorily. The Coordinator must be available to the Lay Pastoral Visitors when needed and must keep the Pastor informed regularly.

Activities/Responsibilities

- Maintains a current contact list of Lay Pastoral Visitors.
- Maintains current records of the housebound in the parish that have requested visits including contact information, special needs, emergency contact, and any other relevant information.
- Ensures any changes in the list of Lay Pastoral Visitors are communicated promptly to the Parish Responsible Ministry Committee.
- Contacts the parishioners to arrange a convenient time and date for the visit once the Pastor has given this information to the Coordinator.
- Provides training and orientation for new Lay Pastoral Visitors to familiarize them with the requirements of the position.
- Provides necessary information to the Lay Pastoral Visitors regarding new homebound and institutionalized parishioners and their special needs.
- Is available to receive any information that arises related to changes in health and/or spiritual needs of the person(s) being visited.
- Observes confidentiality with private matters of those who are visited.
- Is available to collect records of all visits (including dates and times).
- Meets occasionally with the Lay Pastoral Visitors for support, supervision and on-going training.
- Meets occasionally with the Pastor to review the Program.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age and duly prepared for this role.
- Is recognized within the parish community as a person of good reputation.
- Has been registered with the parish for at least 2 years.
- Has been a Lay Pastoral Visitor for at least 2 years.
- Has a clear understanding of the non-judgmental role of the Lay Pastoral Visitor.
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has an ability to relate and communicate effectively with others.
- Has solid theoretical and practical knowledge of the Eucharist and the theology of pastoral care.
- Has appropriate leadership and organizational skills.
- Can relate effectively and communicate clearly 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.
- Non-judgmental attitude toward housebound parishioners.
- Honest, dependable and can maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable dealing with elderly, infirm, or disabled people.
- Is friendly, patient and has good relational skills.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program.

On-site training from previous Lay Pastoral Visitors Coordinator.

Participant Group

Lay Pastoral Visitors and the housebound parishioners.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

- Will directly contribute to the social well-being of the parish community.
- Will further develop organizational and leadership skills.
- Will impact the spiritual well-being of the homebound and/or institutionalized.
- Will perform community service and gain experience.

May be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.
 This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session, training sessions and regular meetings as required.

Screening Recommendations

- This is a High risk position.
- Completion of a Volunteer Application Form is required.
- Personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Lay Pastoral Visitor's Coordinator currently practiced at _____ .
 (Parish Name)

 Parish Responsible Ministry Committee

 Pastor

 Date

O.21.27 Lector



Overview

The Lector serves the liturgical assembly by proclaiming Sacred Scripture during the Liturgy of the Word. The competent exercise of this role enables the Church to hear the Word of God more clearly and receive it more readily.

Activities/Responsibilities

- Prepares for her/his role by rehearsing, praying over and coming to understand the biblical text assigned her/him for a particular liturgical celebration.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Proclaims the biblical text with clarity, conviction, dignity and understanding.
- Expresses reverence and decorum in carrying out this and other aspects of her/his role according to the general liturgical norms (procession, handling of the Lectionary, etc.).
- Is faithful to the schedule of assignments and helpful in assuring that all the parish community's liturgical assemblies are adequately served with this ministry.
- Participates in rehearsals of ceremonial procedures in the parish community.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church who has been duly prepared and appropriately commissioned for this role.
- Is at least 16 years of age.
- Must have sufficient skills and maturity to serve the liturgical assembly as outlined here.
- Is devoted to and understands the importance of the liturgical celebrations of the Church community.
- Has the natural and spiritual ability to speak the biblical Word intelligibly and comfortably in the midst of the assembly.
- Has an understanding of the structure of the Lectionary for Liturgy.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Possesses a love for the Bible and an aptitude to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflections.
- Committed to prayer, gospel values and growth in personal holiness.
- Has enthusiasm, a positive attitude and good public speaking skills.
- Has a spirit of generosity.
- Is open to vocal coaching as required (use of microphone, volume, pacing, posture, etc.).

Orientation and Training

Standard parish orientation program and has participated in a training process on reflecting on the theology of the Liturgy of the Word as found in the Lectionary.

Participant Group

The assembly.

Support, Supervision, and Evaluation

The Lector's Coordinator or _____ is the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly impact the liturgical experience at the parish.

Will further develop public speaking skills.

Will develop deeper appreciation for Sacred Scripture.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Lector currently

practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.28 Lectors Coordinator



Overview

The Lectors Coordinator supervises, manages, trains and schedules all lectors for all liturgical celebrations.

Activities/Responsibilities

- Maintains a contact list of Lectors.
- Ensures any changes in the list of Lectors are communicated promptly to the Parish Responsible Ministry Committee.
- Arranges scheduling for lectors for all liturgical celebrations.
- Is available on an ongoing basis to offer support, suggestions and feedback on any questions or concerns lectors may have.
- Assists in the recruitment of Lector candidates.
- Designs and implements an effective training process that includes: reflection on the theology of the Liturgy of the Word, examination of the structure of the Lectionary for Liturgy, rehearsal of ceremonial procedures, and vocal coaching with respect to use of microphone, volume, pacing, posture, etc.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Is available for meetings and training on both the Parish and diocesan levels.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church who has been duly prepared and appropriately commissioned for this role.
- Is at least 19 years of age.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate experience as a Lector.

- Has a developed appreciation for the theology of the Liturgy of the Word and the duties of Lectors.
- Is devoted to and understands the importance of the liturgical celebrations of the Church community.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Possesses a love for the Bible and an aptitude to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflections.
- Committed to prayer, gospel values and growth in personal holiness.
- Has enthusiasm, a positive attitude and good public speaking skills.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program.

Participant Group

Lectors

Support, Supervision, and Evaluation

The Pastor and/or his delegate(s) is/are the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will directly impact the liturgical experience at the parish.

Will further develop leadership, training and facilitation skills.

Will develop deeper appreciation for Sacred Scripture.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Lector's Coordinator
currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.29 Liturgical Environment Planner



Overview

Under the direction of the Pastor, the Liturgical Environment Planner prepares for Liturgical celebrations at the parish. The beauty, quality and appropriateness of the space where the Liturgy is celebrated are crucial for full participation by the assembly.

Activities/Responsibilities

- Ensures that the appropriate vessels, vestments and articles are prepared while keeping in mind the primary visual and tangible aspects of the celebration of Sacred Rites.
- Plans the visual layout in order to enhance the Liturgical celebration (i.e., flowers, banners, seasonal, ornamentation, etc.).
- Ensures that the general Liturgical environment (arrangement of space, furnishings, lighting, permanent decorations, etc.) corresponds to the aesthetic and ritual vision of the parish.
- Is available to assist as required in preparing the space for Liturgical celebrations and Sacred Rites.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Is available for meetings and training on both the Parish and diocesan levels.

Please Note: The Activities/Responsibilities listed above may also apply to those ministers that are Sacristans, Altar Society Members, Altar Guild Members, and/or Altar Linen Members. Please provide the name of the ministry that corresponds to your parish on the line at the top of this page.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is recognized within the parish community as a person of good reputation.
- Possesses aesthetic skills appropriate to this work (e.g., regarding use of space, colour, light, textures, and form).
- Is able to discern the aesthetic/artistic implications of the Liturgical Rites and how they may be implemented in the space.
- Is sensitive to the use of the church for the parish community's Liturgical celebrations as well as for private prayer and reflection.
- Is familiar with Diocesan guidelines for environment and visual art in the Liturgy as well as the specific requirements for the Sacred Rites.
- Is familiar with the ritual and theological implications and meanings of the seasons and feasts in the Liturgical Calendar.
- Has good organizational skills.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others and has good leadership skills.
- Has the ability to work independently or as part of a team.
- Has a respectful attitude concerning appropriate preservation of the parish's religious art and architecture.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard Parish orientation program.

Participant Group

There is no participant group. There will be collaboration with the Pastoral Team.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly impact the liturgical experience at the parish.

Will enhance personal growth of faith and better understanding of parish Liturgy.

This is a volunteer position requiring a time commitment of ___ hours per week/___ hours per month. Will have access to the necessary Liturgical vessels, vestments, articles, furnishings and ornaments, etc. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a General risk position (provided the Liturgical Environment Planner does not have a key and/or private access to parish property).

Completion of a Volunteer Application Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Liturgical Environment

Planner currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.30 Liturgical Hospitality – Greeters/Ushers



Overview

Under the direction of the Liturgical Hospitality Coordinator, the Liturgical Hospitality Greeters & Ushers serve the Liturgy by helping to establish a climate of welcome, helpfulness and order among those gathered. They assist the assembly with practical details so that the Liturgy and Sacred Rites can be celebrated with ease and grace.

Activities/Responsibilities

- Ensures that the Church is presentable and welcoming.
- Arrives early with appropriate attire and nametag.
- Welcomes parishioners as they arrive, being attentive to newcomers, children, the elderly and those with special needs.
- Offers information or assistance regarding the parish, the Liturgy, the facilities, parish registration procedures, location of restrooms, special events and seating arrangements.
- Helps the assembly by handing out hymnals, receiving collections and seating late arrivals and persons with disabilities.
- Ensures that a family/group has been designated to present gifts.
- Responds appropriately to particular needs or emergencies within the assembly.
- Assists in the movement of the assembly during Holy Communion.
- Carries the collection up when gifts are being presented.
- Assists with the departure of the assembly.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.

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:

Skills, Experience, and Qualifications

- Registered and in good standing with the Church, Pastor and community.
- Is at least 19 years of age.
- Is recognized within the parish community as a person of good reputation.
- Has the ability to work with others as a team.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and non-threatening attitude when working with people.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and training provided by the Liturgical Hospitality Coordinator.

Participant Group

Other Liturgical Hospitality Greeters & Ushers, the parish community.

Support, Supervision, and Evaluation

The Liturgical Hospitality Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will develop collaboration and team-working skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a General risk position.

Completion of a Volunteer Application Form is required.

Training and orientation are required.

This ministry position description accurately reflects the Ministry of Liturgical Hospitality -

Greeters/Ushers currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.31 Liturgical Hospitality Coordinator



Overview

Under the direction of the Pastor, the Liturgical Hospitality Coordinator supports the Liturgical Hospitality volunteers in serving the liturgical life of the parish.

Activities/Responsibilities

- Be an active Liturgical Hospitality volunteer.
- Maintains a contact list of Liturgical Hospitality volunteers (includes Ushers & Greeters, Liturgical Environment Planners, etc.).
- Ensures any changes in the list of Liturgical Hospitality volunteers are communicated promptly to the Parish Responsible Ministry Committee.
- Arranges scheduling for Ushers & Greeters for all liturgical celebrations.
- Is responsible for recruiting Liturgical Hospitality volunteers.
- Trains and supervises Liturgical Hospitality volunteers.
- Attends Liturgical Committee meetings as needed.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Responds appropriately to particular needs or emergencies within the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.
- Attends meetings of Ministry Coordinators as requested by Pastoral Council.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing with the Church, Pastor and community.
- Is at least 21 years of age.
- Has a minimum of 1 year experience as a Minister of Liturgical Hospitality.
- Is recognized within the parish community as a person of good reputation.
- Has the ability to work with others as a team.
- Has good organizational skills.
- Is skilled in group process, interpersonal communication and collaboration.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.

- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and non-threatening attitude when working with people.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Pays close attention to detail.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and training provided by the previous Liturgical Hospitality Coordinator.

Participant Group

Liturgical Hospitality volunteers, the parish community.

Support, Supervision, and Evaluation

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

Length of Ministry Appointment

_____ year term.

Benefits and Working Conditions

Will have a direct impact on the liturgical experience at the parish.

Will further develop social and hospitality skills.

Will further develop leadership and organizational skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Liturgical Hospitality

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.32 Marriage Preparation Coordinator



Overview

Under the direction of the Pastor, the Marriage Preparation Coordinator makes all necessary arrangements including the organization of course material, speakers, presentations, and registration of engaged couples. The Coordinator plans and supervises the Marriage Preparation courses.

Activities/Responsibilities

- Maintains contact list of Marriage Preparation Facilitators and engaged couples wanting to participate in the Marriage Preparation course.
- Ensures any changes in the list of Marriage Preparation Facilitators are communicated promptly to the Parish Responsible Ministry Committee.
- Maintains accurate registration records of all engaged couples participating in the Marriage Preparation course.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the engaged couples.
- Plans course dates, location and curriculum in communication with the Pastor.
- Selects and advises the Marriage Preparation Facilitators.
- Meets occasionally with the Pastor to review the Program.
- Is available for meetings and training at both parish and diocesan levels as required.
- Keeps an inventory of items and ensures that necessary materials are available to Facilitators.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church and in good standing.
- Has been registered with the parish for at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Should have past experience as a Marriage Preparation Facilitator.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.

- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Ability to facilitate meetings and group dynamics.
- 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.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Appropriate training and formation provided by Pastor and/or the Diocese of Victoria.

Participant Group

Engaged couples who are considering the Sacrament of Marriage and Marriage Preparation Facilitators.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the spiritual development of the engaged couples within the parish.
Will further develop leadership and organizational skills.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.

Must be able to attend all regular meetings and special events as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Marriage Preparation

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.33 Marriage Preparation Facilitator



Overview

The Marriage Preparation Facilitator provides instruction to engaged couples as they prepare for the Sacrament of Marriage.

Activities/Responsibilities

- Has a contact list of engaged couples that are registered.
- Plans and delivers course material in an informative manner, ie. Overheads, videos, handouts, displays, group discussions, couples' activities and prayer.
- Must co-facilitate group sessions with spouse if appropriate.
- Creates a welcoming environment for all participants.
- Encourages couples to openly and honestly share their goals as they journey together toward marriage.
- Communicates with the Marriage Preparation Coordinator on a regular basis.
- Is available for meetings and training at both parish and diocesan levels as required.
- Is present for all sessions and special gatherings.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church and in good standing.
- Has been registered with the parish for at least 2 years.
- Should be in a sacramental marriage for at least the past 5 years.
- Is recognized within the parish community as a person of good reputation.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Must be willing to share openly, together with their spouse, about own experience of marriage.
- Must have good presentation skills.

- Ability to facilitate meetings and group dynamics.
- 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.
- Should be confident in their own marriage and positive about the covenant of marriage.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Appropriate training and formation provided by Pastor and/or the Diocese of Victoria.

Participant Group

Engaged couples enrolled in Marriage Preparation classes.

Support, Supervision, and Evaluation

The Marriage Preparation Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the spiritual development of the engaged couples within the parish.

Will further develop leadership, presentation and organizational skills.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.

Must be able to attend all sessions and meetings as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Marriage Preparation

Facilitator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.34 Parish Finance Council Member



Overview

The Parish Finance Council is a consultative body of laypersons established to advise the Pastor in matters pertaining to the financial affairs of the parish.

Activities/Responsibilities

- Ensures that an annual budget is properly prepared for review by the Pastor and the Finance Council.
- Ensures that the parish accounting conforms to Diocesan requirements.
- Ensures that counting and recording of collections follow Diocesan procedures.
- Reviews, approves, and compares to budget, the semi-annual Financial Report that is submitted to the Diocese.
- Ensures the timely and accurate completion of the “Parish Finance Council Annual Report to the Diocese” each year.
- Prepares, publishes and presents an annual financial statement and report for the parish community.
- Encourages support of Diocesan fundraising projects as well as parish campaigns.
- Evaluates and makes recommendations regarding fundraising and reviews the offertory regularly in relation to the budget.
- Regularly inspects church property
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Parish Finance Councils should meet six times each year. The agenda should be set by the Pastor in consultation with the Vice-Chair.
- Observes discretion in the confidential matters arising from Parish Finance Council business.
- The Pastor is ex-officio Chair of the Parish Finance Council and appoints one of the lay members as Vice-Chair.

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:

Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Has an understanding of and commitment to the church as expressed in the documents of the Second Vatican Council.
- Should have skills in finance and property.
- Additional skills that would assist the Parish Finance Council are experience in legal matters and personnel administration.
- Members of the Parish Finance Council may not be related to the Pastor.
- Is willing to participate in ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Needs to be flexible and have good relational skills.
- Has a good sense of humour and a spirit of generosity.

Orientation and Training

Standard parish orientation program.

Participant Group

Other Parish Finance Council Members.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation. The Vice Chairperson of the Parish Finance Council may also assist the Pastor in providing support, supervision and evaluation.

Length of Ministry Appointment

One to three years with the ability to renew. The maximum term, including renewals, should not exceed six years.

Benefits and Working Conditions

Will have a direct impact on the financial management of the parish.

Will develop group and team working skills. This is a volunteer position requiring 6 meetings each year.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Parish Finance Council

Member currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.35 Parish Finance Council Vice-Chairperson



Overview

The Parish Finance council is a consultative body of laypersons established to advise the Pastor in matters pertaining to the financial affairs of the parish.

Activities/Responsibilities

- The Pastor is ex-officio Chair of the Parish Finance Council and appoints one of the lay members as Vice-Chair
- Is responsible for assisting in setting the agenda for meetings and working with the Pastor in the implementation of actions or proposals agreed to by the Parish Finance Council.
- The Vice-Chair could be the spokesperson for the Finance Council in its reports to the parish community.
- Maintains contact list of Parish Finance Council Members.
- Ensures any change to the list of Parish Finance Council Members is communicated promptly to the Parish Volunteer Screening Committee.
- Ensures that an annual budget is properly prepared for reviewed by the Pastor and the Finance council.
- Ensures that the parish accounting conforms to Diocesan requirements.
- Ensures that counting and recording of collections follow Diocesan procedures.
- Reviews, approves, and compares to budget, the semi-annual Financial Report that is submitted to the Diocese.
- Ensures the timely and accurate completion of the “Parish Finance Council Annual Report to the Diocese” each year.
- Prepares, publishes and presents an annual financial statement and report for the parish community.
- Encourages support of Diocesan fundraising projects as well as parish campaigns.
- Evaluates and makes recommendations regarding fundraising and reviews the offertory regularly in relation to the budget.
- Regularly inspects church property
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Parish Finance Councils should meet six times each year. The agenda should be set by the Pastor in consultation with the Vice-Chair.
- Observes discretion in the confidential matters arising from Parish Finance Council business.

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:

Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Must be at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Should have skills in finance and property.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Additional skills that would assist the Parish Finance Council are experience in legal matters and personnel administration.
- Members of the Parish Finance Council may not be related to the Pastor.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.

Orientation and Training

Standard parish orientation program and training provided by previous Parish Finance Council Vice-Chairperson and/or Pastor.

Participant Group

Parish Finance Council Members.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

One to three years with the ability to renew. The maximum term, including renewals, should not exceed six years.

Benefits and Working Conditions

Will have a direct impact on the financial management of the parish.

Good training & experience for those seeking advancement in the fields of Finance & Accounting.

This is a volunteer position requiring 6 meetings each year.
Must be available to attend all regularly scheduled meetings.
Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Parish Finance Council
Vice-Chairperson currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.36 Parish Pastoral Council Chairperson



Overview

A Parish Pastoral Council is a consultative body which works with the Pastor regarding all matters pertaining to the pastoral life of the parish. The Pastoral Council involves priests and people in common study and resolution of the pastoral needs of the parish in order to facilitate pastoral planning for the parish, in accord with the universal and particular law of the Church. The Parish Pastoral Council Chairperson provides leadership and organization of the Parish Pastoral Council.

Activities/Responsibilities

- Is responsible for scheduling meetings, preparing the agenda in consultation with the Pastor, and chairing the meetings.
- Maintains a list of current Parish Pastoral Council Members
- Ensures that any change to the list of Parish Pastoral Council Members is communicated promptly to the Parish Volunteer Screening Committee.
- Collaborates with the Pastor in developing and reviewing the pastoral plan of the parish.
- Has an ongoing and open dialogue with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community.
- Is acquainted with the documents of the Church that help to understand the vision of the Church and the nature of parish.
- Assists parish ministries in the implementation of the pastoral plan of the parish.
- Chairs the activities of the Parish Pastoral Council and its subcommittees.
- Communicates and collaborates with the various Ministry Coordinators.
- The Chairperson, if unavailable to chair a Pastoral Council meeting, is responsible for notifying the Pastor, who will assign another member to chair that meeting.
- Observes discretion in the confidential matters arising from Parish Pastoral Council.

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:

Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Must be at least 21 years of age.

- Must have at least 2 years of experience as a Parish Pastoral Council Member
- Is recognized within the parish community as a person of good reputation.
- Has an understanding of and commitment to the Church as expressed in the teachings of the Church.
- Should have leadership, organizational and decision-making skills.
- Has an understanding of the distinctive characteristics of the parish, its ministries and its people.
- Should have spiritual and temporal skills necessary to discern the needs of the parish and provide the appropriate services to realize those needs.
- Should be skilled in collaboration, interpersonal communication and group process.
- Additional skills that would be an asset are studies in Theology especially the theology of the Church, church history, ministry formation, etc.
- Is willing to participate in ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to listen and to articulate what one has heard.
- Needs to be flexible and have good relational skills.
- Desires spiritual growth and has an openness to prayer and reflection.
- Has the ability to motivate and encourage others.

Orientation and Training

Standard parish orientation program and familiarity with Diocese of Victoria legislation and any constitution or by-laws at the parish.

Participant Group

Parishioners, Parish Pastoral Council Members and all those involved in parish ministry.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will have a direct impact on the spiritual decisions made in the parish.

Will further develop leadership and organizational skills.

Will further develop own spiritual growth.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be available to attend all regularly scheduled meetings.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Parish Pastoral Council

Chairperson currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.37 Parish Pastoral Council Member



Overview

A Parish Pastoral Council is a consultative body which works with the Pastor regarding all matters pertaining to the pastoral life of the parish. The Pastoral Council involves priests and people in common study and resolution of the pastoral needs of the parish in order to facilitate pastoral planning for the parish, in accord with the universal and particular law of the Church.

Activities/Responsibilities

- Collaborates with the Pastor in developing and reviewing the pastoral plan of the parish.
- Has an ongoing and open dialog with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community.
- Is acquainted with the documents of the Church that help to understand the vision of the Church and the nature of parish.
- Assists parish ministries in the implementation of the pastoral plan of the parish.
- Is available for meetings as required.
- Observes discretion in the confidential matters arising from Parish Pastoral Council.

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:

Skills, Experience, and Qualifications

- Is registered and in good standing with the Church, Pastor and community.
- Must be at least 18 years of age.
- Has an understanding of and commitment to the church as expressed in the teachings of the Church.
- Has an understanding of the distinctive characteristics of the parish, its ministries and its people.
- Is recognized within the parish community as a person of good reputation.
- Should be skilled in collaboration, interpersonal communication and group process.
- Additional skills that would be an asset are studies in Theology especially the theology of the Church, church history, ministry formation, etc.
- Is willing to participate in ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to listen and to articulate what one has heard.
- Needs to be flexible and have good relational skills.
- Desires spiritual growth and has an openness to prayer and reflection.

Orientation and Training

Standard parish orientation program and familiarity with Diocese of Victoria legislation and any constitution or by-laws at the parish.

Participant Group

Parishioners, other Parish Pastoral Council Members and all those involved in parish ministry.

Support, Supervision, and Evaluation

The Parish Pastoral Council Chairperson and/or Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will have a direct impact on the spiritual decisions made in the parish.

Will further develop own spiritual growth.

Will develop group and team working skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Parish Pastoral Council

Member currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.38 Parish Responsible Ministry Committee Member



Overview

The Parish Responsible Ministry Committee screens parish volunteers and ensures that all reports and documents are given to the Parish Responsible Ministry Coordinator.

Activities/Responsibilities

- Determines the level of risk of the ministry positions in the Parish
- Works with the leaders of each specific Parish Ministry to develop ministry descriptions using resources provided by the Responsible Ministry Advisory Committee.
- Screens all parishioners who are engaged in general and high risk ministry positions by using the appropriate screening procedures
- Works with the Parish Responsible Ministry Coordinator
- Uses the 10 Safe Steps for screening all parishioners in volunteer positions at the Parish
- Attends the necessary learning session(s) to become knowledgeable of Parish Responsible Ministry Program procedures and learns the skills of efficient and effective screening.
- Regularly reports to the Pastor/Pastoral Team and the Responsible Ministry Advisory Committee at the Diocesan Pastoral Centre.

Other specifics:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is a good listener, effective communicator, and has good organizational skills
- Must have the ability to keep information strictly confidential.
- Has experience in Parish Ministry as a volunteer.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is able to collaborate well with others and enjoys teamwork.
- Responsible, flexible, reliable, trustworthy
- Is able to work well with others on confidential and sensitive issues.
- Is well respected within the community

Orientation and Training

Must attend learning session(s) facilitated by the Responsible Ministry Advisory Committee at the Diocesan Pastoral Centre.

Participant Group

Parishioners engaged in ministry within the Parish community and other Parish Responsible Ministry Committee Members

Support, Supervision, and Evaluation

The Parish Responsible Ministry Committee and each of its individual members are directly responsible to the Pastor.

The Pastor/Pastoral Team is the first level of support, supervision and evaluation.

The Responsible Ministry Advisory Committee is available for consultation and will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Responsible Ministry Program

Length of Ministry Appointment

Two year term

Benefits and Working Conditions

Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Diocese of Victoria.

Will develop leadership and facilitation skills.

Will acquire specialized screening knowledge.

Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources.

This is a volunteer position which requires a time commitment of two evenings per month.

Must be able to attend the orientation session and learning session(s) offered in the evening or on Saturdays.

Screening Measures

This is a High risk position.

Completion of a Volunteer Application Form is required.

An interview and personal reference checks will be conducted by the Pastor.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Parish Responsible

Ministry Committee Member currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.39 Parish Responsible Ministry Coordinator



Overview

Coordinate the Parish Responsible Ministry Program at the Parish with the Pastor, the Parish Responsible Ministry Committee, the leaders of each specific parish ministry and the Responsible Ministry Advisory Committee at the Diocese of Victoria. The Parish Responsible Ministry Coordinator ensures the appropriate management of all screening documentation.

Activities/Responsibilities

- Participates as a member of the Parish Responsible Ministry Committee with all the responsibilities of that ministry position.
- Liaises with the Parish Responsible Ministry Committee and the Coordinators of each specific parish ministry regarding the collection of screening documentation for all volunteers.
- Provides progress reports to the Pastor and to the Responsible Ministry Advisory Committee at the Diocese of Victoria.
- Assists the Parish Responsible Ministry Committee in the carrying out of their responsibilities.
- Ensures the appropriate screening documentation of all volunteers in general and high risk ministry positions.
- Links between the Parish and the Responsible Ministry Advisory Committee regarding progress reports, program management and support.
- Manages and secures all Parish Responsible Ministry files.
- Attends learning session(s) facilitated by the Responsible Ministry Advisory Committee at the Diocese of Victoria for information regarding the administrative functions of this position.

Other specifics:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Is a good listener, effective communicator, and has good organizational skills.
- Has good leadership and facilitation skills.
- Must have the ability to keep information strictly confidential.

- Experience in Parish Ministry as a volunteer.
- Appointment to this ministry by the Pastor.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Responsible, flexible, reliable, trustworthy
- Is able to work well with others on confidential and sensitive issues.
- Is well respected within the community

Orientation and Training

Must attend learning session(s) facilitated by the Diocese of Victoria. Sessions will be held in a variety of areas around the Diocese.

Participant Group

Parish Responsible Ministry Committee Members, Ministry Coordinators, parishioners engaged in ministry within the Parish community.

Support, Supervision, and Evaluation

The Parish Responsible Ministry Coordinator is directly responsible to the Pastor. The Pastor/Pastoral Team is the first level of support, supervision and evaluation. The Responsible Ministry Advisory Committee is available for consultation and will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Responsible Ministry Program

Length of Ministry Appointment

Two year term

Benefits and Working Conditions

This position may be filled by either a parish volunteer or a paid staff person requiring a time commitment of two evenings per month.

Will have an impact on the quality of screening and protection of the vulnerable and those that provide care particularly within the parish and more generally within the Diocese of Victoria.

Will further develop leadership and organizational skills.

Good training & experience for those seeking advancement in the fields of Volunteer Administration and Human Resources.

Must be able to attend the orientation session and learning sessions offered in the evening or on Saturdays.

Screening Measures

This is a High risk position.

Completion of a Volunteer Application Form is required.

An interview and personal reference checks will be conducted by the Pastor.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Parish Responsible

Ministry Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.40 Prayer Group Coordinator



Overview

Under the direction of the Pastor, the Prayer Group Coordinator oversees and supports the Prayer Group. The Prayer Group gathers on an ongoing basis to pray, reflect, read scripture and share personal experiences.

Activities/Responsibilities

- Maintains contact list of Prayer Group members and those interested in joining.
- Plans, develops and initiates prayer group gatherings by scheduling presenters, clergy and religious and other guests.
- Coordinates and supports other Prayer Group related activities.
- Develops and promotes special Prayer Group events within the parish.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the participant.
- Encourages participants to actively participate in prayer group gatherings.
- Liaises with the Catholic Charismatic Renewal Counsel (CCRC) for ongoing support and direction.
- Ensures that appropriate materials are available for the program and to communicate the purchase of required resources to the Pastor.
- Observes confidentiality with private matters of the participants.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Must have a good understanding of and commitment to the principles of the Catholic Charismatic Renewal Counsel (CCRC).
- Must have a working knowledge of Scripture and the teachings of the Catholic Church.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.

- Can relate effectively and communicate clearly 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.
- Is a prayerful leader who is open to study scripture and theology and who is willing to deepen one's own spiritual life.
- Honest, dependable and is able to maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable in the presence of sadness and tears.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program.

Catholic Charismatic Renewal Counsel (CCRC) conducts a Life in the Spirit Seminar.

Participant Group

Prayer group members, and others interested in joining the Prayer Group.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the spiritual life of the parish community.

Will have a direct impact on building community within the parish.

Will further develop leadership, communication and facilitation skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Prayer Group

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.41 RCIA Catechumenal Catechist



Overview

In the journey of Christian Initiation, Catechists have an indispensable role. They enable the faith of inquirers to resonate more and more deeply in their lives as they approach the sacraments of life in Christ. This direct formational reference to both the experience of evangelization and that of the sacraments is what distinguishes the work of Catechumenal Catechists from other catechetical roles. Under the direction of the RCIA Catechumenal Director, RCIA Catechumenal Catechists seek for the catechumens not just an acquaintance with doctrine and precepts, but also the experience of an “apprenticeship” in the whole of Christian life. They take an active part in the rites and celebration of the Word that mark the RCIA process.

Activities/Responsibilities

- Prepares adults for the sacraments of Christian Initiation.
- Assists the RCIA Catechumenal Director by preparing sessions.
- Is present to deliver sessions based on the prepared materials.
- Is available to communicate with those seeking Christian Initiation.
- Liaises with the RCIA Catechumenal Director on an ongoing basis.
- Attends all liturgical celebrations and rites of the Christian Initiation process.
- Has a good understanding of the Catholic tradition and is able to share it in the context of adult faith development.
- Is open to the questions and inquiries of all session participants.
- Is available for meetings and training.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Possesses a good knowledge of the Christian Initiation process and the teachings of the Catholic Church.

- Can relate effectively and communicate clearly with others.
- Must have good presentation and organizational skills.
- Ability to facilitate meetings and group dynamics.
- 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.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor, the RCIA Catechumenal Director and fellow Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude in working with those seeking Christian Initiation.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and training provided by RCIA Catechumenal Director. There are resources and sessions provided through the Catholic Pastoral Centre.

Participant Group

Those enrolled in the RCIA program and their sponsors, and other RCIA Catechumenal Catechists.

Support, Supervision, and Evaluation

The RCIA Catechumenal Director and/or the Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will have a direct impact on the faith formation of those seeking Christian Initiation.

Will further develop leadership and facilitation skills.

Will enhance personal growth of faith.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session and training sessions as required.

Must be available for all necessary meetings, events and liturgical celebrations.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of RCIA Catechumenal

Catechist currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.42 RCIA Catechumenal Director



Overview

The process of Christian initiation is intended to draw those who wish into the Church and into the paschal life. Under the direction of the Pastor, the RCIA Catechumenal Director directs all aspects of this process.

Activities/Responsibilities

- Maintains contact list of all RCIA Catechumenal Catechists and RCIA Sponsors.
- Ensures any changes in the list of RCIA Catechumenal Catechists and RCIA Sponsors are communicated promptly to the Parish Responsible Ministry Committee.
- Maintains contact information of all those interested and registered for the Rite of Christian Initiation.
- Is responsible for recruiting RCIA Catechumenal Catechists and RCIA Sponsors.
- Trains, supervises and evaluates RCIA Catechumenal Catechists and Sponsors.
- Prepares calendar, events and Liturgical Rites.
- Arranges and sets up location.
- Meets with RCIA Catechumenal Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming sessions.
- Ensures that a prayerful spirit prevails throughout the Christian Initiation process.
- Ensures that the RCIA sessions reflect sound Doctrinal instruction.
- Ensures that the RCIA Catechumenal Catechists' sessions reflect the vision and goals of the parish.
- Is responsible for replacement of RCIA Catechumenal Catechists in the event of short notice cancellation.
- Is responsible for welcoming, encouraging and nurturing the RCIA registrants on an ongoing basis.
- Announces and oversees registration and interview process.
- Ensures that appropriate materials are available for the program and to communicate the purchase of required resources to the Pastor.
- Is responsible for the periodic evaluation of all aspects of the process.
- Manages, in collaboration with the Pastor, the budget and finances for the RCIA.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.
- Attends and participates in all liturgical celebrations and rites of the Christian Initiation process.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Study in the area of theology, religious education, pastoral ministry is recommended.
- Possesses a thorough understanding of the Rite of Christian Initiation.
- Is familiar with the pedagogy involved in the coordination and delivery of the Rite of Christian Initiation of Adults.
- Can relate effectively and communicate clearly with others.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechumenal Catechist.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Ability to facilitate meetings and plan and implement programs.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Should be faith-filled, psychologically sound and have the ability to distinguish between faith sharing and teaching truths.
- Desires to develop a deeper understanding and appreciation of the Liturgical Rites.
- Has a willingness to work with the Pastor and RCIA Catechumenal Catechists to ensure the ministry is conducted with efficiency, decorum and reverence.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable in the presence of sadness and tears and is at ease with social encounters.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and training provided by the incumbent Coordinator. Should attend sessions provided through the Catholic Pastoral Centre. Studies in the areas of theology, religious education, pastoral ministry is recommended.

Participant Group

RCIA Catechumenal Catechists, Sponsors, those seeking Christian Initiation and their families.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term

Benefits and Working Conditions

Will have a direct impact on the faith formation of those seeking Christian Initiation.

Will further develop leadership, training and facilitation skills.

Will enhance personal growth of faith.

Will have access to parish office and equipment.

Will perform community service and gain experience.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session and training sessions as required.

Must be available for all necessary meetings, events and liturgical celebrations.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of RCIA Catechumenal

Director currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.43 RCIA Sponsor



Overview

The Sponsor accompanies a person seeking Christian Initiation. This role is exercised throughout the period of preparation for the celebration of the sacraments of Christian Initiation. The RCIA Sponsor helps, through personal presence, to connect the person with the whole parish and Church community. The sponsor is a witness to the person's moral character, faith and intention.

Activities/Responsibilities

- Offers information about the daily practice of the faith and provides information or services about the Church.
- Offers feedback to the RCIA Catechumenal Director about the progress of the participant's faith development.
- Participates in discerning the person's readiness for the next steps in formation.
- Actively participates in the liturgical life of the parish and participates in the Catechumenal Rites in each phase of the process.
- Attends RCIA sessions when possible.
- Seeks to be a friend, companion, guide and model throughout the initiation process and beyond.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing
- Is at least 19 years of age.
- Is familiar with Christian Initiation and the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others.
- Is willing to commit as a companion for a particular person for the duration of the program.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Honest, dependable and can maintain strict confidentiality.

- Has a helpful, supportive and non-threatening attitude in working with those seeking Christian Initiation.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Ability to communicate the joy and goodness of the Catholic tradition while respecting the religious experience and faith journey of others.
- A spirit of generosity.

Orientation and Training

Standard parish orientation program

Participant Group

Those seeking Christian Initiation and other RCIA Sponsors

Support, Supervision, and Evaluation

The RCIA Catechumenal Director is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will have a direct impact on the faith journey of those seeking Christian Initiation.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session and those sessions and events which require the presence of the RCIA Sponsor.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of RCIA Sponsor

currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.44 Refugee Sponsorship Committee



Overview

The Refugee Sponsorship Committee partners with the Office for Refugees, Diocese of Victoria, and the Government of Canada to assist in resettling a refugee family who has fled their country due to a well-founded fear of persecution for reasons of race, religion, nationality, membership of a particular social group or political opinion. Sponsorship Committee members will have a variety of responsibilities throughout the year – from picking the family up at the airport to helping the family find employment. Committee members may choose to focus on several parts of the settlement process or just one, depending on their gifts as well as the level of commitment they are able to give.

Activities/Responsibilities

- Please see Social Justice Coordinator for a comprehensive list of responsibilities.
- All aspects of newcomer settlement: looking for housing, budget planning, opening a bank account, registering children for school, visiting with the family.
- Paper work to submit refugee sponsorship application as required by Citizenship and Immigration Canada.
- Communicating with the family pre-arrival.
- Organizing fundraising events.
- Requesting donations (used furniture, clothing, gift certificates) from the parish.

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:

Skills, Experience, and Qualifications

- Is an active participant in parish worship.
- Ability to work with others in the committee.

Personal Traits and Qualities

- Compassion for the refugee family.
- Commitment to Settlement Committee and refugee family for the entire duration of the sponsorship process.
- Patience and understanding with committee members and refugee family;

- Cultural sensitivity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Information Session

Settlement Training

Participant Group

Refugee Family

Support, Supervision, and Evaluation

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

Length of Ministry Appointment

1 -2 year term. Depends on preparation time before family arrives + 1 year Settlement commitment.

There are special cases where a 2 year settlement commitment may be required.

Benefits and Working Conditions

Will directly contribute to the social well-being of the community.

Will further develop relational skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment – depends on role and responsibilities taken.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Refugee Sponsorship

Committee currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.45 Religious Articles Purchaser



Overview

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

Activities/Responsibilities

- Arranges consignment and purchasing of religious articles from distributors.
- Communicates any necessary information with the Religious Articles Vendor.
- Maintains a budget detailing all religious articles purchased and sold.
- Prepares an annual budget report for the Pastor.
- Maintains and controls inventory of all religious articles.
- Is responsible for the proper management of the religious articles bank account.
- Provide a bank account summary and balance at the request of the Pastor.
- Sets all prices of religious articles.
- Liaises with the Parish Finance Council.
- Returns unsold consignment merchandise to distributor(s).
- Endeavours 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:

Skills, Experience, and Qualifications

- Is registered with the parish.
- Must be at least 21 years of age.
- Has basic accounting skills.
- 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.
- Is 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.

Orientation and Training

Standard Parish orientation program and training provided by previous Religious Articles Purchaser.

Participant Group

Parishioners and Religious Articles Vendor(s).

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will further develop retail and purchasing and accounting skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to travel to distributors.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Religious Articles

Purchaser currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.46 Religious Articles Vendor



Overview

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

Activities/Responsibilities

- Sells religious articles during scheduled hours.
- Arrives promptly and stays until shift is completed.
- If unable to attend as scheduled, contacts another Religious Articles Vendor or the Pastor to arrange alternate coverage.
- Assists in the arrangement of religious articles in display cabinet and ensures the display cabinets are always tidy.
- Assists customers in purchasing and making change.
- Is responsible for keys and pass codes for all cabinets and storage areas pertaining to religious articles for sale.
- Counts cash at beginning and end of shift, ensuring that funds and sales are balanced.
- Keeps a record of all purchases for the purpose of assisting with inventory.
- Provides a monthly report to Religious Articles Purchaser.
- Communicates 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:

Skills, Experience, and Qualifications

- Is registered with the parish.
- Must be at least 19 years of age.
- Has basic skills in dealing with money and banking.
- Has good organizational and record keeping skills.
- Retail experience is an asset.
- Is 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.
- Is able to work under pressure with patience and flexibility.

- Is honest, trustworthy and dependable.
- Has the proper respect and reverence for religious articles and their spiritual meaning.
- Has the ability to work independently or as part of a team.

Orientation and Training

Standard Parish orientation program and training provided by previous Religious Articles Vendor.

Participant Group

Parishioners and other Religious Articles Vendors.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will further develop retail skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Will have access to private storage areas and parish property, etc.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Articles

Vendor currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.47 Religious Education Assistant



Overview

Under the direction of the Religious Education Catechist, the Assistant helps carry out the catechetical mission of the church by assisting the Catechists and the Coordinator.

Activities/Responsibilities

- Assists the Religious Education Coordinator.
- Assists the Religious Education Catechist.
- Becomes acquainted with the curriculum.
- Is present for all lessons, service and liturgical activities involving students.
- Liaises with the Religious Education Coordinator and Catechist on an ongoing basis.
- Is available for meetings and training.
- Shares the faith accurately and seeks support, when necessary.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is registered with the parish and active in parish life.
- Possesses some knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- 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.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.

- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and training provided by Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre.

Participant Group

Other volunteers, children involved and their families.

Support, Supervision, and Evaluation

The Religious Education Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will contribute to children’s spiritual development.

Will further develop leadership and organizational skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education

Assistant currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.48 Religious Education Catechist



Overview

Under the direction of the Religious Education Coordinator, the Catechist shares in and helps carry out the catechetical mission of the church. In a systemic way, the Catechist passes on the Word of God to children and youth through instruction and as a living witness of the faith.

Activities/Responsibilities

- Assists the Religious Education Coordinator by preparing lessons from the prescribed curriculum.
- Demonstrates some skill in presenting at a variety of learning levels.
- Becomes knowledgeable of the content of the curriculum.
- Is present to teach the children based on the prepared lessons.
- Keeps accurate records of students' progress and attendance.
- Is available to communicate with parents and/or family members of children attending Religious Education.
- Liaises with the Ministry Coordinator on an ongoing basis.
- Is available for meetings and training.
- Is supportive in all service and liturgical activities involving students.
- Shares the faith accurately and seeks support, when necessary
- Supervises any volunteer assistants that maybe present.
- Ensures that at least two adult volunteers are present at all times during lessons.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Must be registered with the parish at least 2 years.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Is recognized within the parish community as a person of good reputation.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- 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.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and training provided by Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre.

Participant Group

Other Catechists, volunteers, children involved and their families.

Support, Supervision, and Evaluation

The Religious Education Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to children's spiritual development.

Will further develop leadership and organizational skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High-risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education

Catechist currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.49 Religious Education Coordinator



Overview

The Coordinator shares in and helps carry out the catechetical mission of the church. She/he oversees the functioning of the Religious Education Program offered at the parish by guiding and supporting the Catechists.

Activities/Responsibilities

- Maintains contact list of all Religious Education Catechists.
- Ensures any changes in the list of Catechists are communicated promptly to the Parish Responsible Ministry Committee.
- Is responsible for recruiting Catechists and all other Religious Education Program volunteers.
- Trains, supervises and evaluates Catechists and all other volunteers.
- Assigns Catechists to appropriate classes.
- Arranges locations for Religious Education lessons.
- Meets with Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming lessons.
- Ensures Catechists' lessons are in accordance with parish-approved curriculum.
- Is responsible for replacement of Catechists in the event of short notice cancellation.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavour.
- Is responsible for communication with parents/guardians.
- Announces and oversees registration.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Prepares calendar and events for the school year.
- Is available for meetings and training on both the Parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Should have experience as a Catechist.
- Formal training is recommended.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a Parish Religious Education Program for children.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly 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.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Has a spirit of generosity.

Orientation and Training

Standard parish orientation program and Religious Education Coordinator training provided by the incumbent Coordinator or the Diocese of Victoria.

Participant Group

Religious Education Catechists & volunteers, children, parents/guardians and other Leaders within the parish community.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to children's spiritual development.

Will further develop leadership, training and facilitation skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.

Must be available to attend all regularly scheduled meetings.
Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High-risk position.
Completion of a Volunteer Application Form is required.
Personal reference checks are required.
A Criminal Record Check is required.
Training and orientation are required.
There will be supervision and periodic evaluations.
Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education
Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.50 Sacramental Preparation Coordinator



Overview

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are public celebrations of the Catholic faith and are of utmost importance in the life of the Church. Under the direction of the Pastor and in cooperative effort with the Pastoral Team, the Sacramental Preparation Coordinator organizes and facilitates all aspects of this Preparation process. The Sacramental Preparation Coordinator shares a love for the Church, an understanding of the Sacraments and embodies the importance of Hospitality.

Activities/Responsibilities

- Commits to the full process.
- Maintains a current list of Sacramental Preparation Team Members
- Maintains contact list of children and their parents wanting to participate in the Sacramental Preparation.
- Ensures any changes in the list of Sacramental Preparation Team Members are communicated promptly to the Parish Responsible Ministry Committee.
- Implements the Sacramental Preparation process as developed in consultation with the Pastor.
- Recruits, trains, supervises and evaluates Sacrament Preparation Team Members.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Collects registrations and baptismal certificates and completes all administrative work.
- Assists in setting dates and preparing for liturgies (e.g., Reconciliation service).
- Facilitates information and parent & child meetings for each sacrament.
- Ensures that a prayerful spirit prevails throughout the Preparation process.
- Is responsible for replacement of Sacrament Preparation Team Members in the event of short notice cancellation.
- Meets with families who are unable to attend meetings and/or gatherings.
- Arranges for certificates and names to be recorded in the Parish registers.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish process.
- Is responsible for the periodic evaluation of all aspects of the process.
- Attends and participates in the liturgical celebrations when available.
- Schedules and is available for all team meetings.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been an active member of the parish for at least 2 years.
- Is recognized within the parish community as a person of solid reputation.
- Is familiar with the Parish Resource provided by the Office of Religious Education.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Should have experience in Immediate Preparation process.
- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Has a willingness to work with the Pastor, Pastoral Team and Sacramental Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Pays close attention to detail.
- Has a spirit of generosity.

Orientation and Training

Training and formation provided by Pastor and/or the Diocese of Victoria.

Workshops and Seminars provided by the Office of Religious Education (O.R.E.).

Participant Group

Children and their Parents involved in the Immediate Preparation for First Holy Communion, First Reconciliation and/or Confirmation, and Sacramental Preparation Team Members.

Support, Supervision, and Evaluation

The Pastor and/or Pastoral Team are the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to children’s spiritual development.

Will further develop leadership, training and facilitation skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be available to attend all regularly scheduled meetings.

Must be able to attend orientation session, training sessions and regular meetings as required.

Screening Recommendations

This is a General risk position (provided that children are always accompanied by their parent(s)). Completion of a Volunteer Application Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Sacramental Preparation Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.51 Sacramental Preparation Team Member



Overview

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are public celebrations of the Catholic faith and are of utmost importance in the life of the Church. The Sacramental Preparation Team Members are called to share in the Church's teaching on the Sacraments by preparing for the gathering, leading the preparation sessions and providing hospitality and a welcoming environment. The Sacramental Preparation Team Member shares a love for the Church, an understanding of the Sacraments and embodies the importance of Hospitality.

Activities/Responsibilities

- Commits to the full process.
- Prepares for gatherings and catechetical sessions based on the materials provided by the parish.
- Gathers the children and their parents and leads them through sessions (during parent/child gatherings and catechetical sessions).
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Sacramental Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback.
- Attends and participates in the liturgical celebrations when available.
- Is present for team meetings and training sessions as required.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Has been an active member of the parish for at least 2 years.
- Is familiar with the Parish Resource provided by the Catholic Office of Religious Education.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children and their families.

- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Must be willing to participate in current and ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Has a spirit of generosity and creativity.

Orientation and Training

Training and formation provided by Sacramental Preparation Coordinator. Workshops and Seminars provided by the Office of Religious Education (O.R.E.).

Participant Group

Children and their Parents involved in the Immediate Preparation for First Holy Communion, First Reconciliation and/or Confirmation, and other Sacramental Preparation Team Members.

Support, Supervision, and Evaluation

The Sacramental Preparation Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to children's spiritual development.

Will further develop facilitation skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend orientation session, training sessions and regular meetings as required.

Screening Recommendations

This is a General risk position (provided that children are always accompanied by their parent(s)). Completion of a Volunteer Application Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Sacramental Preparation

Team Member currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.52 Share Lent Campaign Chairperson



Overview

Under the direction of the Pastor, the Share Lent Campaign Chairperson animates and communicates the Share Lent Campaign to parishioners. Together with the Pastor, the Share Lent Campaign Chairperson ensures that the overall campaign plan is carried out within the time frame established. They ensure that Share Lent Campaign Committee Members understand the plan and the responsibilities assigned to them.

Activities/Responsibilities

- Maintains contact list of Share Lent Campaign Committee Members.
- Ensures any changes in the list of Share Lent Campaign Committee Members are communicated promptly to the Parish Responsible Ministry Committee.
- Assists Pastor with volunteer recruitment, education and organization related to the Share Lent Campaign.
- Is familiar with Share Lent's family of agencies.
- Plans and delivers Share Lent presentations.
- Arranges for guest speakers to present at the parish.
- Arranges viewing of Share Lent video when appropriate.
- Ensures other activities are planned to raise awareness of the Share Lent Campaign.
- Reports results to the Share Lent Office at the Diocese of Victoria on Share Lent Sunday or Monday.
- Ensures all donations are recorded and money deposited and the funds are sent to the Share Lent Office in a timely manner.
- Ensures that accurate reports are made to the Share Lent Office on a bi-weekly basis.
- Oversees all cash flow pertaining to the Share Lent funds.
- Ensures utilization of campaign materials, i.e., posters, banners, lawn signs.
- Ensures that all actions on the Parish Campaign plan are carried out.
- May recruit other members to assist with these activities.
- Communicates all financial records regarding Share Lent Campaign and activities to the Pastor on an ongoing basis.
- Liaises with the Pastor and Share Lent Office at the Diocese of Victoria for feedback and support.
- Schedules, coordinates and is present for all meetings as required.
- Observes discretion in the confidential matters arising from the Share Lent Campaign.

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:

Skills, Experience, and Qualifications

- Is a registered member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Accurate counting and recording skills with previous counting experience recommended.
- Has appropriate leadership, organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written.
- Has knowledge of Share Lent’s family of agencies.
- Skills in accounting and/or finance would be an asset.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to the Share Lent Campaign.
- Honest, dependable and can maintain strict confidentiality.
- Sufficient maturity to exercise this ministry with proper attention.
- Pays close attention to detail.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and training provided by the Share Lent Office at the Diocese of Victoria.

Participant Group

Share Lent Campaign Committee Members and parishioners.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will have a direct impact on the financial aid given to Share Lent’s family of agencies.
Will further develop leadership and presentation skills.
Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be available to attend all regularly scheduled meetings. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Collection Counter

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

0.21.53 Share Lent Campaign Committee Member



Overview

Under the direction of the Share Lent Campaign Chairperson, the Share Lent Campaign Committee Member works as part of a team arranging various activities and events to further the success of the Share Lent Campaign.

Activities/Responsibilities

- Assists in the planning of Share Lent presentations and delivers presentations when called upon.
- Assists guest speakers who are presenting at the parish.
- Arranges viewing of Share Lent video when appropriate.
- Is familiar with Share Lent's family of agencies.
- Ensures all donations are reported to the Share Lent Campaign Chairperson.
- Utilizes campaign materials, i.e., posters, banners, lawn signs.
- Assists with all actions of the Parish Campaign plan.
- Is present for all meetings as required.
- Observes discretion in the confidential matters arising from the Share Lent Campaign.

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:

Skills, Experience, and Qualifications

- Is a registered member of the Catholic Church in good standing.
- Is at least 19 years of age.
- Is recognized within the parish community as a person of good reputation.
- Accurate counting and recording skills with previous counting experience recommended.
- Has appropriate organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written.
- Has knowledge of Share Lent's family of agencies.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to the Share Lent Campaign.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.

- Sufficient maturity to exercise this ministry with proper attention.
- Pays close attention to detail.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and training provided by the Share Lent Office at the Diocese of Victoria.

Participant Group

Parishioners

Support, Supervision, and Evaluation

The Pastor and/or Share Lent Campaign Chairperson is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will have a direct impact on the financial aid given to Share Lent’s family of agencies.

Will further develop presentation, team working and organizational skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Share Lent Campaign

Committee Member currently practiced at _____ .
 (Parish Name)

 Parish Responsible Ministry Committee

 Pastor

 Date

O.21.54 Social Committee Coordinator



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

- Maintains a current contact list of Social Committee Members and event Volunteers.
- Ensures any changes in the list of Social Committee Members and Volunteers are communicated promptly to the Parish Responsible Ministry Committee.
- In consultation with the Pastor, establishes a yearly plan for various social events, celebrations and activities occurring at the parish.
- Schedules and chairs meetings of the Social Committee.
- Ensures that there is an adequate number of Volunteers scheduled for all social events.
- Arranges for training and orientation for new Volunteers to familiarize them with the requirements of the position.
- Encourages, motivates and supports any Volunteers who may be present for social events.
- Meets occasionally with the Pastor to review the parish calendar of events.
- Ensures there are sufficient supplies, materials and other items as required.
- Prepares 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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Is 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.
- Is friendly, patient and has good relational skills.
- Pays close attention to detail.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and training.

Participant Group

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

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the social well-being of the parish community.

Will further develop organizational and leadership skills.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session, training sessions and regular meetings as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Social Committee

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.55 Social Committee Member



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

- Is available for meetings to discuss and plan the various social events occurring at the parish.
- Assists in organizing the various aspects of scheduled social events which may include: arranging catering orders, food preparation, hall reservations, selling tickets, etc.
- Is available for set-up and clean-up of parish halls during scheduled events.
- Orders various supplies, materials and other items as required.
- Is 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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is 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.
- Is friendly, patient and has good relational skills.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program.

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

___ year term.

Benefits and Working Conditions

Will directly contribute to the social well-being of the parish community.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be able to attend the orientation session.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Social Committee

Member currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.56 Sports League Coach



Overview

The Sports' League Coach prepares and instructs the children on how to play the sport, focusing on fair play and team spirit.

Activities/Responsibilities

- Maintains contact list of sports team members.
- Maintains a list of emergency contacts of the team members.
- Coordinates and runs all scheduled practices and games.
- A list of all team practices and games is given to the Pastor as well as circulated to all team members and their parents/guardians.
- Ensures that all team members have written permission and/or consent forms signed by their parents/guardians prior to joining the team.
- Teaches the team members the fundamentals of the game appropriate to their age level.
- Supervises the team members at all times during practices and games.
- Is present with at least one other adult volunteer during all practices and games.
- Is available to speak with parents/guardians regarding their children's participation and progress.
- Ensures arrangements are made by the parents/guardians for the dropping off and picking up of the team members and communicated to the Sports Coach.
- Is available for meetings as required.

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:

Skills, Experience, and Qualifications

- Must be at least 19 years of age.
- Has been registered with the parish at least 2 years.
- Is recognized within the parish community as a person of good reputation.
- Has participated in a similar sport's league for at least 2 years.
- Has appropriate knowledge and skills associated with the particular sport being played.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.

- Has an ability to relate and communicate effectively with others, especially children and youth.
- Has the ability to delegate and follow up.
- Must be flexible and tactful in relating to youth and their parents.
- 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.
- Honest, dependable and has a good sense of fairness.
- Is energetic and enthusiastic.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard parish orientation program and training provided by previous Sports League Coach.

Participant Group

Sports League players and their parents and/or guardians.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly impact the social wellbeing of the youth within the parish community.

Will further develop leadership skills.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Sports Team Coach

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.57 Volunteer Driver



Overview

The purpose of this ministry is to provide transportation to parishioners requiring it.

Activities/Responsibilities

- Receives list of persons, emergency information and locations of participants scheduled for transportation from Ministry Coordinator.
- Checks the schedules and is sure to notify the Coordinator in case of scheduling conflict.
- Provides transportation at the request of the Pastor and/or Ministry Coordinator.
- Brings to the attention of the Coordinator any matters related to changes in health and/or needs of the person.
- Observes confidentiality regarding the personal matters of the participant.
- At the comfort level of the participant, the Volunteer Driver may engage in brief conversation.
- Telephones the parish or Ministry Coordinator if an unforeseen situation arises which will result in a major delay.
- Must keep a record of all visits (including dates and times) to be given to Ministry Coordinator.
- The Volunteer Driver must have emergency phone numbers and access to a cellphone in case an emergency arises with the participant.

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:

Skills, Experience, and Qualifications

- Is an active participant in parish worship.
- Is at least 24 years of age and have an unblemished driving record.
- Must hold a valid BC Driver's License "Class 5" and carry a minimum of one million dollars (\$1,000,000) for cars and two million dollars (\$2,000,000) for vans of personal liability and property damage primary insurance.
- Driver's vehicle must be mechanically fit with seat belts that are in working condition for all passengers. Drivers shall carry no more passengers than the number of seat belts available.

- Must have valid car insurance and identification on his/her person when driving.
- Must carry valid third-party liability insurance as required under legislation in the Province of British Columbia.
- Must not transport children or youth under the age of 19 without parents' written consent.
- Must not drink or have alcohol in the vehicle.
- Must not smoke in the vehicle.
- Must be a conscientious driver and abide by all rules of the road.
- Advise parish of any change in driving record, condition of the vehicle, ability to drive, or car insurance immediately.
- Must provide the Ministry Coordinator with a written, detailed report of any accident that has occurred while serving as a Volunteer Driver for the parish.
- Is recognized within the parish community as a person of good reputation.
- 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.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

Standard Parish orientation program.

Participant Group

Those needing transportation within the parish or civic community.

Support, Supervision, and Evaluation

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

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the social well-being of the community.

Will further develop relational skills.

Will perform community service and gain experience for the purpose of school or career advancement.

Routes that the Volunteer Driver takes should be predetermined.

Volunteer Driver can refuse to drive when weather is inclement or road conditions are dangerous. Volunteer Driver has the right to let passenger know if passenger's behaviour is inappropriate.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.

Must be able to attend the orientation session.

The Parish is not responsible for any parking tickets or any traffic violations.

Screening Recommendations

This is a High risk position.

Completion of a Volunteer Application Form is required.

Completion of a Volunteer Driver Form is required.

A copy of Volunteer Driver’s current Driver’s Licence and Insurance Policy are required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Volunteer Driver

Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.58 Wedding Coordinator



Overview

Under the direction of the Pastor, and in accordance with the parish guidelines, the Wedding Coordinator assists the wedding party, the presider, and parish staff in the preparation of wedding ceremonies. They ensure effective communication both with couples, their families and with presiders.

Activities/Responsibilities

- All activities and responsibilities are at the discretion of the Pastor.
- Maintains a contact list of couples preparing for a sacramental wedding.
- May attend the Marriage Preparation Course to interact with the couples preparing to celebrate in the community.
- Becomes familiar with the Rite of Marriage text and other resources made available through the parish and the Diocesan Office of Religious Education.
- Contacts and meets with engaged couples, providing them with the parish guidelines and responding to any questions they may have.
- Consults the Pastor with any questions that arise outside the scope of the parish guidelines.
- Schedules and meets with engaged couples to follow-up, when necessary.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the engaged couples.
- May assist in planning the liturgy in accordance with the parish guidelines and Diocesan guidelines for the celebration of weddings.
- Assists the couple in understanding and implementing the parish guidelines with respect to music, flowers, decorations, photography and video cameras.
- May conduct the wedding rehearsal, should the Pastor wish to delegate this privilege, or assist him in doing so.
- Documents any “last-minute” changes for the presider’s approval.
- Attends the wedding if he/she has conducted the rehearsal.
- Directs the photographer(s) as to the appropriate times and places for pictures.
- Coordinates and/or checks details of the wedding day itinerary including: set-up, camera placement, opening procession, flower placement, musicians, professional photographers, confetti, and arrival of participants.
- Is available for meetings and training at the parish.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church and in good standing.
- Is recognized within the parish community as a person of solid reputation.
- Is thoroughly familiar with the parish guidelines and Diocesan guidelines (“Guidelines for Wedding Liturgies”, “Guidelines for Music at Wedding Liturgies”) established for the celebration of weddings.
- Has had formal training and/or education regarding the various wedding ceremonies.
- Possesses a good knowledge of the teachings of the Catholic Church with particular emphasis on those areas concerning the Sacrament of Marriage.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Ability to facilitate meetings.
- 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.
- Is a person of prayer.
- Is honest, trustworthy and enthusiastic.
- Has the ability to work independently or as part of a team.
- Has a helpful, supportive and non-threatening attitude.
- Is dependable and can maintain strict confidentiality.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program and training provided by Pastor.

Participant Group

Couples to be married at the parish, their families and wedding party.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly impact the liturgical experience at the parish.

Will enhance personal growth of faith.

Will further develop leadership and organizational skills.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month. Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

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.

This ministry position description accurately reflects the Ministry of Wedding Coordinator currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date

O.21.59 Youth Minister



Overview

Youth Ministry aims to develop leadership skills, foster community, cultivate a stronger sense of justice, build self-confidence and promote spiritual maturity among the parish's youth. Under the direction of the Pastor and Office of Religious Education, the Youth Minister is responsible for the ongoing development, implementation and support of youth programs and services at the parish. He/she ministers directly to the youth of the parish by leading sessions and events.

Activities/Responsibilities

- Maintains contact list of youth and volunteers involved in Youth Ministry at the Parish.
- Collaborates with the Pastor to plan and set up prayer and liturgical celebration opportunities for youth participation.
- Is present for and conducts all Youth Ministry events at the parish.
- Invites and motivates parish youth to attend and participate in Youth Ministry events.
- Plans and develops youth retreats, faith sharing opportunities and youth formation.
- Ensures a good balance between faith development, social events and outreach activities.
- Gathers suitable materials and maintains a library of information helpful to the parish's youth.
- Facilitates the development of community among youth, their families, their parish and the local community.
- Coordinates the leading of prayer and reflection at youth events.
- Organizes the youth of the parish to participate in service projects within the community.
- Serves as an advocate for the needs of youth and families with youth to other parish groups and the wider community.
- Supports families in promoting healthy adolescent development and faith growth.
- Invites, trains and supports Youth Ministry Volunteers.
- Provides the necessary theological resources to support and aid in the spiritual formation of the parish's youth.
- Through established networks, refers youth to appropriate counselling and resource programs.
- Brings to the attention of the Pastor any matters related to the needs of the youth.
- At the comfort level of the youth, the Youth Minister engages in conversation regarding personal and family topics.
- Prepares and develops a budget for the Youth Ministry account and any fundraising efforts.
- Is responsible for publicity and promotion of youth events.
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Office of Religious Education and other parish Youth Ministers.
- Schedules, coordinates and is present for planning meetings as required.
- Is available for meetings and training on both the parish and diocesan levels.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Should have experience as a Youth Minister and knowledge of the principles of youth ministry.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and organizational skills.
- Demonstrates maturity and professionalism.
- Is familiar with the Liturgy and the teachings of the Catholic Church and has an understanding of catechetical methodology and the stages of faith development.
- Is familiar with the Comprehensive Youth Ministry Model
- Can relate effectively and communicate clearly with others, especially youth.
- Has the ability to motivate, enable and engage youth.
- Must have good presentation skills.
- Has the ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Is willing to participate in ongoing formation.

Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is 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.
- Is comfortable sharing her/his personal faith.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

Standard parish orientation program. There are resources and sessions provided through the Office of Religious Education at the Diocese of Victoria.

Participant Group

Youth and their families.

Support, Supervision, and Evaluation

The Pastor is the first level of support, supervision and evaluation.

Support is also offered through the Office of Religious Education, Diocese of Victoria.

Length of Ministry Appointment

___ year term.

Benefits and Working Conditions

Will directly contribute to the spiritual formation of the parish's youth.

Will directly contribute to the social well-being of the parish community.

Will further develop leadership, presentation and facilitation skills.

Will enhance personal growth of faith.

Will perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month. Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High Risk Position.

Completion of a Volunteer Application Form is required.

Personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Youth Minister

currently practiced at _____ .
(Parish Name)

Parish Responsible Ministry Committee

Pastor

Date