

Diocese of Hamilton

Name of Group/Ministry	Parish Fundraising Committee Coordinator
Accountability	Parish Team, Pastor
Purpose of Ministry	To raise funds that assist with the financial viability and stability of the parish. Community Engagement
Participant Group	Parish, Parish Ministry Leader
Activities and Responsibility	Oversees planning, development, management and implementation of Parish Fundraising. Facilitate the completion of all required Licensing, Permits and Insurance. Coordinate with Parish Office, Men's Club, CWL, and Parish School Liaison. Ensure that draw prizes are purchased, ordered and collected. Arrange necessary delivery (Kitchen Supplies, Bar and Food) Organize Volunteers (School Students Volunteers, General Volunteers and Back-up Volunteers). Organize Set-Up and Clean Up. Ensure all supplies and equipment are in place. Work with Parish Office for Cash Floats two weeks in advance. Market and promote events with Parish Office. Documentation and Record Keeping. Post Event: Coordinate with Parish Collection Counting Team for event accounting and deposits. Financial Summary to Parish Finance Committee review.
Skills and Qualifications	Good communication, interpersonal skills, and organization skills Leadership Skills with ability to delegate Creativity Plan and implement parish fundraisers
Time Commitment Duration	A minimum of 4 events a year, subject to change. Preparation meetings, a minimum of 6 meetings per event. 2-year term.
Orientation Training	Provided by Pastor Parish Team
Support and Enrichment	Parish Team
Risk Assessment	High Risk

Screening Procedure	Provide a position description form Fill out Diocese of Hamilton Volunteer Information Form Interview Reference checks Vulnerable Sector Check Orientation and training
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Date Approved:

Date Received:

Ministry Leader: _____

Parish Screening Committee: _____

Pastor: _____