



VOLUNTEER SCREENING MANUAL
OF THE ROMAN CATHOLIC EPISCOPAL CORPORATION
OF THE DIOCESE OF HAMILTON IN ONTARIO

APPENDIX B

POSITION DESCRIPTIONS

POSITION DESCRIPTIONS

In this section you will find sample Position Descriptions for many of our Volunteer positions in Parishes. We have also included a blank form at the end that you might use for any ministries in your parish for which we do not have sample description forms completed. Please use this form so that all position description forms are consistent.

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Diocese of Hamilton

Name of Group/ Ministry	Parish Volunteer Screening Committee Member
Accountability	<ul style="list-style-type: none"> - Pastor and the Parish Volunteer Screening Coordinator (day to day) - Diocesan Volunteer Screening Coordinator (larger questions)
Purpose of Ministry	<ul style="list-style-type: none"> - To assist the pastor and Parish Volunteer Screening Coordinator in implementing the Diocesan Volunteer Screening Manual and Volunteer Guidelines in its respective parish. - The purpose of the Volunteer Screening Initiative is to ensure the safety of all vulnerable people to whom we minister and to safeguard the integrity of our volunteers and the parish.
Participant Group	<ul style="list-style-type: none"> - Volunteers of the Parish
Activities and Responsibilities	<ul style="list-style-type: none"> - Together with the leaders or coordinators of each of the various ministries, develop position descriptions according to the examples presented in the manual, - Determine the risk level of each of the ministries in the parish, in consultation with the Volunteer Screening Coordinator. - Initiate the volunteer screening process in their respective parish, - Ensure that each applicant low or high level volunteer completes a “Volunteer Information Form” and that that low risk volunteers are registered in the parish or complete the “Volunteer Information Form”, - Schedule, conduct and document interviews for high risk volunteers, - Contact references and receive a completed police records check when required, - Together with the pastor, ensure the proper storage of all documentation and personal information in accordance with section 4.05 of the Volunteer Screening Manual, - Be responsible for the training and implementation of the ongoing screening steps with the ministry leaders and provide support, - Be familiar with the volunteer dismissal policies, provide the pastor with the necessary information and documentation when a volunteer is to be dismissed, - Keep the pastor and the Diocesan Volunteer Screening Coordinator informed of the progress of the volunteer programs in the parish, including by completing and submitting (in consultation with the pastor) the annual “Parish Progress Report” and to attend all relevant training sessions and workshops provided by the Diocese of Hamilton.
Skills and Qualifications Required	<ul style="list-style-type: none"> - A registered member of a Parish in the Diocese of Hamilton - Responsible, trustworthy, reliable and flexible - Skilled at organizing, interviewing and listening - Able to maintain confidentiality - Work well within a team structure - Some volunteer experience
Time Commitment	<ul style="list-style-type: none"> - Approximately 10 hours per month to begin the process, later

Duration	<p>approximately 4 hours per month</p> <ul style="list-style-type: none"> - Two years, renewable
Orientation Training	<ul style="list-style-type: none"> - Orientation and training provided by the Parish Volunteer Screening Coordinator and assisted by the Diocesan Volunteer Screening Coordinator when necessary.
Support & Enrichment	<ul style="list-style-type: none"> - The Diocesan Volunteer Screening Coordinator and the pastor provide ongoing support - The Screening committee is directly responsible to the pastor and or parish team. - Support and Enrichment activities are the responsibility of the Ministry Leader in association with the Screening Committee.
Risk Assessment Screening Procedure	<ul style="list-style-type: none"> - High Risk - Provide a Position Description form - Fill out Diocese of Hamilton Volunteer Information Form (4 pages) - Interview - Reference checks - Vulnerable Sector Check - Oath of Confidentiality - Orientation and training

Date Approved: _____ Date Reviewed: _____

Parish Screening Committee Member: _____

Pastor Designate: _____



Diocese of Hamilton

Name of Group/ Ministry	Diocesan Volunteer Screening Coordinator
Accountability	<ul style="list-style-type: none"> - The Diocesan Screening Coordinator is appointed by the Bishop of the Diocese of Hamilton. The role of the Diocesan Screening Coordinator is to oversee the screening of volunteers and support the Volunteer Screening Committees in the individual parishes in accordance with this Manual.
Purpose of Ministry	<ul style="list-style-type: none"> - To assist Pastors and Parish Screening Committees in meeting Diocesan Screening Policies in their Parishes
Participant Group	<ul style="list-style-type: none"> - All Parish Screening Teams in the Diocese of Hamilton
Activities and Responsibilities	<ul style="list-style-type: none"> - To monitor and oversee the volunteer screening initiative in the diocese and to report to the Bishop of Hamilton as necessary. - To assist pastors in establishing and training parish screening committees in individual parishes. - To offer training and support to parish committees through workshops and general study sessions on changes and updates to this Manual. - To monitor compliance with the screening program by the dissemination and collection of the “Parish Progress Report” on a yearly basis, - To update and amend, as necessary, this Manual and the “Screening in Faith : Volunteer Guidelines” as well as the “Ministry Leaders’ Handbook”
Skills and Qualifications Required	<ul style="list-style-type: none"> - Good interpersonal skills - Good communication, and organizational skills - Able to delve into sensitive issues - Maintain confidentiality
Time Commitment	<ul style="list-style-type: none"> - Approximately 4-8 hours per week
Duration	<ul style="list-style-type: none"> - Not applicable
Orientation Training	<ul style="list-style-type: none"> - Orientation and workshops provided by Provincial and National organizations
Support	<ul style="list-style-type: none"> - On-going support by Provincial and National organizations
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Parish Volunteer Screening Coordinator
Accountability	<ul style="list-style-type: none"> - The Parish Screening Coordinator is appointed by the pastor of the parish. The role of the parish volunteer screening coordinator is to oversee the screening of volunteers for ministry in the parish in accordance with this Manual.
Purpose of Ministry	<ul style="list-style-type: none"> - To ensure that all parish volunteers meet and comply with Diocesan Screening Policies as they apply to their volunteer position
Participant Group	<ul style="list-style-type: none"> - All Parish volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> - To ensure, with the pastor, compliance with Diocesan Screening Policies within the given parish. - To screen and train a committee of between two and five members, in association with the pastor, to handle all the screening needs for the local parish. - To receive information from the parish ministry leaders with regard to volunteers who require screening for work in their particular ministry. - To work with parish ministry leaders to see that all volunteers comply with the Diocese of Hamilton Screening Initiative. - To conduct meetings of the screening committee for the purpose of reviewing, interviewing and completing the screening process, as found in this Manual, for all parish volunteers. - To receive and review all police checks and bring the necessary results forward to the committee for consideration. Should there be a ‘hit’ on the police check the screening coordinator must bring the information to the pastor. The pastor may contact the Diocesan Volunteer Screening Coordinator for advice re the suitability for ministry. - The parish screening coordinator is responsible for the safe and secure storage of information on site or in a manner approved by the Diocese. Files are not to be kept in a private home. - To prepare and submit the yearly “Parish Progress Report” to the Diocesan Screening Coordinator in a timely fashion.

Skills and Qualifications Required	<ul style="list-style-type: none"> - Good interview skills - Good communication, interpersonal and organizational skills - Able to delve into sensitive issues - Maintain confidentiality
Time Commitment	- Approximately 4-8 hours per week
Duration	- Not applicable
Orientation Training	- Orientation and workshops provided by the Diocesan Screening Office
Support	- On-going support by the Diocesan Screening Office
Risk Assessment Screening Procedure	<ul style="list-style-type: none"> - High Risk - Provide a Position Description Form - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference Checks - Vulnerable Sector Check - Oath of Confidentiality

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Auditor for Marriage Tribunal
Accountability	- Diocesan Tribunal Office and Parish Priest
Purpose of Ministry	- To take information from witnesses for a person who has requested an annulment.
Participant Group	- Anyone who has knowledge of the marriage and agrees to be a witness.
Activities and Responsibilities	<ul style="list-style-type: none"> - Schedule interviews with witnesses as soon as possible. - Record the interview. - Mail the recordings back to the Diocesan Tribunal Office.
Skills and Qualifications Required	<ul style="list-style-type: none"> - Good interview skills - Good communication, interpersonal and organizational skills - Able to delve into sensitive issues - Maintain confidentiality
Time Commitment Duration	<ul style="list-style-type: none"> - Interviews as requested by the Diocesan Tribunal Office, approximately 1-2 hours in length - Not applicable
Orientation Training	- Orientation and workshops provided by the Diocesan Tribunal Office
Support	<ul style="list-style-type: none"> - On-going support by the Tribunal Office and the Parish Priest - Follow-up by Tribunal Office - Diocesan Tribunal Office
Risk Assessment Screening Procedure	<ul style="list-style-type: none"> - High Risk - Provide a Position Description Form - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference Checks - Vulnerable Sector Check - Oath of Confidentiality

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Altar Server Scheduling and Training
Accountability	- Parish Team
Purpose of Ministry	- Train and schedule Altar servers to assist at liturgical celebrations
Participant Group	- Altar servers ages 9 and up
Activities and Responsibilities	- Train new members - Prepare and distribute schedules - Facilitate yearly workshop - Plan and attend appreciation activities - Comply with the reporting abuse procedures as outlined in the Screening in Faith: Volunteer Guidelines Booklet
Skills and Qualifications Required	- Knowledge and understanding of the order of the Mass - Dependability - Good communication, interpersonal and organizational skills - Knowledge, understanding and compliance with the “Child and Family Service Act”
Time Commitment	- Time required to prepare and distribute a schedule semi-annually - One hour training sessions, 3 times a year or as required
Duration	- 2 year term, renewable.
Orientation Training	- Provided by pastor
Support	- Parish Team - Pastor - Review annually
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 - Oath of Confidentiality

Date Approved: _____ Date Reviewed: _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____



Diocese of Hamilton

Name of Group/ Ministry	Catechist – Catechetical Correspondence Courses
Accountability	- Parish team and coordinator
Purpose of Ministry	- Provide children and their families support in catechetical instruction with the use of Diocesan Programs for the Correspondence Courses
Participant Group	- Children and youth - ages 4-14 – and their parent or guardians
Activities and Responsibilities	<ul style="list-style-type: none"> - Receive lessons either by Canada Post, email, or parish drop box - Correct and return lessons - Provide constructive feedback to the child and family by written note, phone or email - Maintain accurate records of the child’s progress in the program - Prepare reports as to the child’s progress for parish and diocesan Catechesis Office - Participate in Parish meetings with families (if any) as able
Skills and Qualifications Required	<ul style="list-style-type: none"> - Baptized, practicing Catholic - Work well with children - Good communication, interpersonal and organizational skills - Ability to work collaboratively with parish team, including cooperation with sacramental coordinator, if necessary
Time Commitment	- Depending on the number of children and families being served, no more than approx. 2 hours per week
Duration	- 2 year term, renewable
Orientation Training	<ul style="list-style-type: none"> - Initial Orientation provided by diocesan Catechesis Office - Provided by parish team and coordinator - Periodic ongoing training provided by diocesan Catechesis Office
Support Supervision Evaluation	<ul style="list-style-type: none"> - Parish team and coordinator - Periodic visits by parish team and /or coordinator - Review annually
Risk Assessment	- Low Risk
Screening Procedure	<ul style="list-style-type: none"> - Provide a position description form - Registration in Parish or the Diocese of Hamilton Volunteer Information Form - Interview - Reference checks - Police records Check - Orientation and training

Date Approved: _____

Date Reviewed: _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____



Diocese of Hamilton

Name of Group/ Ministry

Catechist for Children/Youth

Revised: October 27, 2020

Accountability	- Parish team and coordinator
Purpose of Ministry	- Provide children and youth with catechetical instruction
Participant Group	- Children and youth: ages 6-14
Activities and Responsibilities	- Grade by grade presentation of Catholic teaching in a classroom setting - Sacramental preparation - Plan and implement parish program - Follow schedule and inform coordinator is unable to attend - Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	- Baptized, practicing Catholic - Work well with children - Good communication, interpersonal and organizational skills - Imaginative and creative - Knowledge, understanding and compliance with the "Child and Family Service Act"
Time Commitment	- 2 hours per week
Duration	- 2 year term, renewable
Orientation Training	- Provided by parish team and coordinator - Periodic ongoing training provided by coordinator
Support & Enrichment	- Parish team and coordinator - Review annually
Risk Assessment	- High Risk
Screening Procedure	- Provide a position description form - Fill out Diocese of Hamilton Volunteer Information Form, (4 pgs.) - Interview - Reference checks - Vulnerable Sector Police Check - Orientation and training
Date Approved: _____ Date Reviewed: _____ Ministry Leader: _____ Parish Screening Committee Member: _____ Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	
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	Children's Liturgy Coordinator
Accountability	- Parish Team
Purpose of Ministry	- Coordinate Children's Liturgy volunteers - Provide Children with liturgical readings and activities appropriate to their age
Participant Group	- Children: ages 4-9
Activities and Responsibilities	- Recruit, train and schedule volunteers - Conduct seasonal meetings to plan liturgies - Involve teenagers in a leadership role - Comply with the reporting abuse procedures as outlined in the "Screening in Faith: Volunteer Guidelines"
Skills and Qualifications Required	- Baptized, practicing Catholic - Work well with children - Good communication, interpersonal and organizational skills - Leadership skills with ability to delegate - Imaginative and creative - Knowledge, understanding and compliance with the "Child and Family Service Act"
Time Commitment	- 8 hours per month
Duration	- 2 year term, renewable
Orientation Training	- Provided by parish team - On-going training opportunities provided by the parish and/or diocese
Support & Enrichment	- Ministry Leader & 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
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Revised: October 27, 2020

Name of Group/ Ministry	Children's Liturgy Volunteer
Accountability	- Parish team and coordinator
Purpose of Ministry	- Provide children with liturgical readings and activates appropriate to their age
Participant Group	- Children; ages 4-9
Activities and Responsibilities	<ul style="list-style-type: none"> - Present the word of God and Church teachings to children - Attend seasonal meetings to plan liturgies - Involve teenagers in a leadership role - Follow schedule and inform coordinator if unable to attend - Comply with the reporting abuse procedures as outlined in the "Screening in Faith: Volunteer Guidelines"
Skills and Qualifications Required	<ul style="list-style-type: none"> - Baptized, practicing Catholic - Work well with children - Good communication, interpersonal and organizational skills - Imaginative and creative - Knowledge, understanding and compliance with the "Child and Family Service Act"
Time commitment Duration	<ul style="list-style-type: none"> - 2 hours per week, as per schedule - 2 years, renewable
Orientation Training	<ul style="list-style-type: none"> - Provided by parish team and coordinator - Paired up with an experienced volunteer for ongoing training
Support & Enrichment	- Ministry Leader & Parish team
Risk Assessment	- High Risk
Screening Procedures	<ul style="list-style-type: none"> - Provide a position description - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference checks - Vulnerable Sector Check - Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Choir Directors of Children/Youth
Accountability	- Parish team and Music/Youth Ministry Coordinator
Purpose of Ministry	- Lead children and youth choirs
Participant Group	- Children's and Youth Choirs
Activities and Responsibilities	- Selection of music and program planning - Prepare material for choir practice - Lead practice once a week - Direct choir during liturgy - Comply with the reporting abuse procedures as outlined in the "Screening in Faith, Guidelines for Volunteers"
Skills and Qualifications Required	- Musical training - Knowledge of liturgy - Work well with children and youth - Good communication and organizational skills - Knowledge, understanding and compliance with the "Child and Family Service Act"
Time commitment	- Rehearsal: 2 hours per week - Mass and other liturgies as required
Duration	- 2 year term, renewable
Orientation Training	- Provided by parish team - Participation at liturgy seminars
Support & Enrichment	- Ministry Leader & Parish team
Risk Assessment	- High Risk
Screening Procedures	- Provide a position description - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference checks - Vulnerable Sector Check - Orientation and training
Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Revised: October 27, 2020

Name of Group/ Ministry	Collection Counters
Accountability	- Pastor
Purpose of Ministry	- To count money from Mass collections and to record envelopes
Participant Group	- Parish
Activities and Responsibilities	<ul style="list-style-type: none"> - Two or more individuals per team - Count money from weekly collections - Record envelop contributions on appropriate ledgers - Make up deposit slips and prepare cash for deposit
Skills and Qualifications Required	<ul style="list-style-type: none"> - Accounting skills - Able to work as part of a team - Honesty and confidentiality
Time commitment Duration	<ul style="list-style-type: none"> - 2 hours per week, as per schedule - 2 year term, renewable
Orientation Training	- Provided by the pastor
Support & Enrichment	- Ministry Leader & Parish Team
Risk Assessment	- High Risk (Not vulnerable Sector)
Screening Procedures	<ul style="list-style-type: none"> - Provide a position description - Fill out Diocese of Hamilton Volunteer Information Form (4 pgs.) - Interview - Reference checks - CPIC Check - Orientation and training

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Extraordinary Eucharistic Minister to the Sick
Accountability	- Parish team and coordinator
Purpose of Ministry	- Bring the Eucharist and the prayerful support of the Parish to the infirm and shut-ins
Participant Group	- Infirm and shut-ins
Activities and Responsibilities	- Meet with the infirm and the shut-ins in their homes (or nursing homes) - Follow the schedule provided and find a replacement when unable to fulfil duties - Inform coordinator of visits - Maintain confidentiality
Skills and Qualifications Required	- Baptized, practicing Catholic - Patient and dependable - Good listening skills
Time commitment	- 2 hours per week as per schedule
Duration	- 2 year term, renewable
Orientation Training	- Provided by Parish team and /or coordinator - Experienced volunteers bring new volunteer along during visits - Annual training workshop
Support & Enrichment	- Parish team and coordinator
Risk Assessment	- High risk
Screening Procedures	- Provide a Position Description Form - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference Checks - Vulnerable Sector Check - Orientation and training

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/Ministry	Key Holders
Accountability	- Pastor
Purpose of Ministry	- To ensure the safety of the parish property by keeping a record of those who hold keys
Participant Group	- Parish ministry leaders and volunteers who hold keys to Parish property
Activities and Responsibilities	<ul style="list-style-type: none"> - Associated with another ministry to justify having keys. - Must exercise due care in safeguarding the property of the parish. - Follow the procedures set out to record the use of keys for the parish.
Skills and Qualifications Required	- As defined in their ministry.
Time commitment Duration	- As defined in their ministry.
Orientation Training	- Provided by the pastor or parish team.
Support	<ul style="list-style-type: none"> - As defined in their ministry. - Pastor or parish team
Risk Assessment Screening Procedure	<ul style="list-style-type: none"> - High risk (Not Vulnerable Sector) - Provide a position description - Fill out Diocese of Hamilton Volunteer Information Form - Interview - References checked - CPIC Check - Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/Ministry	Volunteer Drivers
Accountability	- Parish Team and Ministry Leader
Purpose of Ministry	- To help parishioners who cannot provide their own transportation to parish activities
Participant Group	- All parishioners, seniors and youth, needing a ride to various activities
Activities and Responsibilities	<ul style="list-style-type: none"> - To transport children and youth to various activities. - To transport members of the parish to activities outside the parish - To transport parishioners to Mass and other parish functions - Inform ministry leader or parish team if unable to drive.
Skills and Qualifications Required	<ul style="list-style-type: none"> - Must be 18 years of age - Have a valid Ontario Driver's License - Have valid liability insurance as required under legislation in the province of Ontario - Have excellent driving skills - Good communication skills - Familiarity with driving in the area required
Time commitment	- As required
Duration	- One year, renewable
Orientation	- Provided by ministry leader
Training	<ul style="list-style-type: none"> - Must be given copy of Volunteer Drivers policies and complete Volunteers Drivers form - Participate in Orientation session
Support	<ul style="list-style-type: none"> - Pastor and Ministry Leader - Ministry leader
Risk Assessment	- High Risk
Screening Procedure	<ul style="list-style-type: none"> - Provide a position description - Fill out Diocese of Hamilton Volunteer Information Form - Interview - References checked - Vulnerable Sector Police records check - Orientation and training

Date Approved: _____ Date Reviewed: _____

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____



Diocese of Hamilton

Name of Group/ Ministry	Youth Group Leader
Accountability	- Parish team and Youth Ministry Coordinator
Purpose of Ministry	- To assist in planning and organizing youth activities
Participant Group	- Youth Group
Activities and Responsibilities	<ul style="list-style-type: none"> - Facilitate and attend meetings - Supervise social and spiritual activities - Prepare liturgies with the coordinator and youth group as required - Record information and maintain records - Attend planning meetings - Comply with the reporting abuse procedures as outlined in the “Screening in Faith, Guidelines for Volunteers”
Skills and Qualifications Required	<ul style="list-style-type: none"> - Baptized, practicing Catholic - Work well with youth - Good communication, interpersonal and organizational skills - Ability to take direction, to lead and to delegate - Knowledge, understanding and compliance with the “Child and Family Service Act”
Time commitment Duration	<ul style="list-style-type: none"> - 3-4 hours per week, increased during peak times - 2 year term, renewable
Orientation	- Provided by the youth ministry coordinator and the Parish team
Training	- Ongoing training and attendance at seminars
Support & Enrichment	- Parish Team and Youth Ministry coordinator or Ministry Leader
Risk Assessment	- High Risk
Screening Procedures	<ul style="list-style-type: none"> - Provide a position description - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference checks - Vulnerable Sector Check - Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Youth Ministry Coordinator
Accountability	- Parish Team
Purpose of Ministry	- Coordinate Programs and activities for youth
Participant Group	- Youth
Activities and Responsibilities	<ul style="list-style-type: none"> - Coordinate programs and activities involving youth - Develop youth leadership - Serve as representative for youth to other parish committees. - Comply with the reporting abuse procedures as outlined in the “Screening in Faith, Guidelines for Volunteers”
Skills and Qualifications Required	<ul style="list-style-type: none"> - Baptized, practicing Catholic - Work well with children and youth - Good communication, interpersonal and organizational skills - Imaginative and creative - Knowledge, understanding and compliance with the “Child and Family Services Act”
Time commitment Duration	<ul style="list-style-type: none"> - 3-5 hours per week plus additional hours as required - 2 year term, renewable
Orientation Training	<ul style="list-style-type: none"> - Provided by Parish team - Provided by attendance at workshops and seminars and videos from the Diocesan Library
Support & Enrichment	- Parish team
Risk Assessment Screening Procedures	<ul style="list-style-type: none"> - High Risk - Provide a Position description form - Fill out Diocese of Hamilton, Volunteer Information Form - Interview - Reference checks - Vulnerable Sector Check - Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Parish Finance Council
Accountability	- Pastor
Purpose of Ministry	- A consultative body which advises the Pastor on financial and physical matters in the administration of the parish
Participant Group	- Parish
Activities and Responsibilities	<ul style="list-style-type: none"> - Assist the pastor in the preparation of the annual budget for distribution for the Parish - Review annual financial reports, that are made to the Chancery - Study parish revenues and make recommendation to the Pastor for maintaining or increasing revenues - Recommend financial policies for the Parish, in keeping with the policies of the Diocesan Finance office - Provide consultation on the financial feasibility and projected resources to support parish projects - Attend meetings and keep information confidential
Skills and Qualifications Required	<ul style="list-style-type: none"> - Financial, administrations or accounting skills - Honesty and confidentiality - Good communications, interpersonal and organizational skills - Able to work as part of a team
Time commitment Duration	<ul style="list-style-type: none"> - 6, 2 hour meetings annually - 2 year term, renewable
Orientation Training	<ul style="list-style-type: none"> - Provided by the Pastor and the Diocesan Guidelines - At start of appointment
Support	- Pastor and Diocesan Finance Office
Risk Assessment	- High
Screening Procedures	<ul style="list-style-type: none"> - Provide a volunteer position description form - Fill out Diocese of Hamilton Volunteer Information Form (4 pages) - Interview - CPIC Police Check - References checked - Orientation and training
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Pastoral Council
Accountability	- Pastor
Purpose of Ministry	- To provide advice to the pastor on the needs of the parish, ministries within the parish and parish events and activities.
Participant Group	- Members of the Parish
Activities and Responsibilities	<ul style="list-style-type: none"> - Provides input and advise on all aspects of parish life to the pastor - Makes recommendations that will improve the parish - Attend scheduled meetings and activities planned by the council - Maintain confidentiality of issues and meetings - Must read and become familiar with the constitution
Skills and Qualifications Required	- Must be elected by the parish or appointed by the pastor
Time commitment Duration	<ul style="list-style-type: none"> - 2 hours, 8 times per year for meetings plus additional time for planned activities - Elected members -3 year term - Appointed members-1 year term renewable to 3 years
Orientation Training	<ul style="list-style-type: none"> - Provided at first meeting - New members provided with copies of the constitution
Support & Enrichment	- Pastor & Parish Team
Risk Assessment	- Low
Screening Procedures	<ul style="list-style-type: none"> - Provide a position description form - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference check - CPIC Police Check - Orientation and training

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Baptism Preparation
Accountability	- Pastor or Parish Team
Purpose of Ministry	- To provide instruction and hospitality to parent for the baptism of their children
Participant Group	- Parents of children to be baptized
Activities and Responsibilities	<ul style="list-style-type: none"> - To meet with parents for one evening in the parish meeting room - To provide audio presentations or other materials required and to be responsible for equipment - To provide assistance to parents at the baptism
Skills and Qualifications Required	<ul style="list-style-type: none"> - Baptized and practicing Catholic - Knowledge of the Rite of Baptism of Children - Ability to speak to parents about their faith and the desire to raise their children in faith - Good interpersonal skills
Time commitment Duration	<ul style="list-style-type: none"> - One evening and one Sunday afternoon per month - 2 years, renewable
Orientation Training	- Provide by the pastor and Diocesan workshops
Support & Enrichment	- Pastor or parish team
Risk Assessment	- Low risk
Screening Procedures	<ul style="list-style-type: none"> - Provide a position description - Registration in Parish or Page 1 & 4 of Diocese of Hamilton Volunteer Information Form - OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Extraordinary Minister of Communion
Accountability	- Pastor and Parish Coordinator
Purpose of Ministry	- To assist in the distribution of the Eucharist at Liturgies
Participant Group	- Parish
Activities and Responsibilities	- Distribute communion at liturgies as per schedule - Follow Eucharistic Ministers Guidelines - Find a replacement to fill position if unavailable - Follow appropriate dress code
Skills and Qualifications Required	- Practicing Catholics - Living a life in harmony with the Gospel and Church teaching - Dependability
Time commitment	- 1-2 Masses per month as per schedule (find replacement if unable to attend) and special celebrations as required
Duration	- 3 year term, renewable
Orientation	- By Pastor
Training	- By Pastor, Diocesan workshops
Support & Enrichment	- Support and Enrichment activities are the responsibility of the Ministry Leader in association with the Parish Team.
Risk Assessment	- Low risk
Screening Procedures	- Provide a position description form - Registration in Parish or Page 1 & 4 of Diocese of Hamilton Volunteer Information Form or Parish Registration may be sufficient
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Gift Bearers Coordinator
Accountability	- Pastor or parish team
Purpose of Ministry	- Schedule volunteers to present the Gifts at Mass
Participant Group	- Gift bearer volunteers
Activities and Responsibilities	<ul style="list-style-type: none"> - Prepare a schedule several times a year and distribute to volunteers - Contact volunteers if there is a scheduling problem or changes - Provide written instructions for the volunteers with the proper procedure - Recruitment of new volunteers as needed
Skills and Qualifications Required	<ul style="list-style-type: none"> - Good communication, and organizational skills - Dependability
Time commitment Duration	<ul style="list-style-type: none"> - As required to prepare and distribute a schedule several times a year - Occasional meetings with pastor and recruitment - Not applicable
Orientation Training	- Provided by pastor
Support	- Parish team
Risk Assessment	- Low
Screening Procedures	<ul style="list-style-type: none"> - Provide a Position Description form - Registration in Parish or Page 1 & 4 of Diocese of Hamilton Volunteer Information Form or Parish Registration may be sufficient
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Liturgy Committee
Accountability	- Pastor or Parish team
Purpose of Ministry	- To prepare and evaluate all liturgical celebrations in the parish
Participant Group	- Adults
Activities and Responsibilities	- To prepare and evaluate all liturgical celebrations in the parish and to ensure all that is required for liturgical celebration is on hand
Skills and Qualifications Required	- Baptized, practicing Catholic - Knowledge of the liturgy - Good communication and organizational skills
Time commitment Duration	- Approximately 6 meetings a year, 1- 2 hours in length and other tasks as assigned
Orientation Training	- Provided by the pastor and diocesan formation workshops
Support	- Pastor or parish team
Risk Assessment	- Low risk
Screening Procedures	- Provide a position description - Registration in Parish or Page 1 & 4 of Diocese of Hamilton Volunteer Information Form - OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Sacristy Team
Accountability	- Pastor and Sacristan
Purpose of Ministry	- To clean and prepare the church and chapel for liturgical celebrations
Participant Group	- Parish
Activities and Responsibilities	- To clean and prepare the church and chapel for liturgical celebrations and assist with decorating the church for special celebrations
Skills and Qualifications Required	- Interpersonal skills - Dependability
Time commitment	- Two hours each week and other times as required
Duration	- Not applicable
Orientation Training	- Provided by the pastor or sacristan
Support	- Pastor and the sacristan
Risk Assessment	- Low Risk
Screening Procedures	- Provide a position description - Registration in Parish or Page 1 & 4 of Diocese of Hamilton Volunteer Information Form - OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Ushers
Accountability	- Parish team
Purpose of Ministry	- To help keep the parish organized during Mass
Participant Group	- Parish congregation during Mass
Activities and Responsibilities	<ul style="list-style-type: none"> - Seat people when church is becoming full - Guide people to Communion - Collect donations - Organize the offertory procession - Distribute the bulletin
Skills and Qualifications Required	<ul style="list-style-type: none"> - Good interpersonal skills - Patience - Follow dress code
Time commitment Duration	<ul style="list-style-type: none"> - One Mass per week as per schedule - Not applicable
Orientation	- Provided by the parish team
Training	- At the start of duties and once per year
Support	- Parish team
Risk Assessment	- Low risk (provided one is never alone with money)
Screening Procedures	<ul style="list-style-type: none"> - Provide a position description form - Registration in Parish or Page 1 & 4 of Diocese of Hamilton Volunteer Information Form - OR Parish Registration is sufficient
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Ministers of Hospitality
Accountability	- Parish team
Purpose of Ministry	- To create a hospitable environment and to welcome parishioners as they arrive for liturgy.
Participant Group	- Parish congregation during Mass
Activities and Responsibilities	- Welcome worshippers as they arrive and other duties related to Hospitality as assigned by the Pastor
Skills and Qualifications Required	<ul style="list-style-type: none"> - Good interpersonal skills - Patience - Follow dress code
Time commitment Duration	<ul style="list-style-type: none"> - One Mass per week as per schedule - Not applicable
Orientation Training	<ul style="list-style-type: none"> - Provided by the parish team - At the start of duties and once per year
Support	- Parish team
Risk Assessment	- Low risk
Screening Procedures	<ul style="list-style-type: none"> - Provide a position description form - Registration in Parish or Page 1 & 4 of Diocese of Hamilton Volunteer Information Form - OR Parish Registration is sufficient

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Refugee Sponsorship Committee
Accountability	- Pastor
Purpose of Ministry	- To support the parish priest in meeting the requirements of the refugee sponsorship program implemented through the Office for Refugees, including the provision of settlement and integration support to newcomer individuals and families, for at a minimum, their first 12 months in Canada.
Participant Group	- Interaction with refugee families: children, young adults, adults and seniors
Activities and Responsibilities	<ul style="list-style-type: none"> - Refugee Sponsorship Committee member responsibilities include a range of services to support vulnerable refugee arrivals in Canada, including: preparing to welcome newcomers upon arrival, providing support with housing, budgeting and finances, education, health care, cultural integration and language support, employment assistance etc. - Committee members must sensitively engage and support newcomer family members, including adults and children , who may be survivors of violence, torture, and trauma and who may need referrals to appropriate professionals in the health care system.
Skills and Qualifications Required	<ul style="list-style-type: none"> - Good interpersonal skills - Strong sense of compassion and non-discrimination - Sensitivity to diversity and exposure to working with vulnerable persons
Time commitment Duration	<ul style="list-style-type: none"> - Planning time as required. - Committee members will assume settlement and integration responsibilities once the application is submitted to the Government of Canada and they will be responsible for carrying out their support role until the newcomer individual or family has been in Canada for a minimum on 12 months.
Orientation Training	- Independent learning includes training and research initiated by committee members, as well as parish-level meetings, which include information sharing and knowledge transfer. Training is also provided by te Office for Refugees through email distribution list and via workshops offered at the Chancery Office.
Support & Enrichment	- Participate in both parish and diocesan training programs for refugee committees.

Risk Assessment	- High Risk
Screening Procedures	- Complete Diocese of Hamilton Volunteer Form (pgs. 1-4) - Interview - Vulnerable Sector Police Check

Date Approved:	Date Reviewed:
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Catechesis of the Good Shepherd Coordinator
Accountability	- Parish Team
Purpose of Ministry	- Present the essential truths and teachings of our faith to the children in a manner faithful to the tradition of the Catechesis of the Good Shepherd.
Participant Group	- Level I – catechists and volunteers Level II & III – catechists & volunteers as the program expands in the future
Activities and Responsibilities	<ul style="list-style-type: none"> - Coordinate Catechesis of the Good Shepherd Catechists and Volunteers - Recruit, schedule catechists and volunteers - Compile class lists and distribute to catechists - Organize making / purchasing materials - Communicate through written correspondence to parents - Photocopy all activities - Visit ongoing sessions - Assist with running of parent meetings - Assist with running of catechist meetings - Attend Good Shepherd Diocesan Advisory Committee Meetings representing Holy Rosary Parish Atrium - Must keep on file and update a screening checklist for all catechists and volunteers - Must have knowledge of and implement correct procedures as described in “Volunteer Guidelines”, if there is any suspected neglect or abuse of a member of the program.
Skills and Qualifications Required	<ul style="list-style-type: none"> - Excellent organizational skills - Excellent oral and written communication skills - Leadership skills with an ability to delegate - Must maintain confidentiality with respect to any disclosure made by a member of the program
Time commitment Duration	<ul style="list-style-type: none"> - September to June - 16 hours per month - 3 year term renewable
Orientation Training	- Preferred Level I or higher of Foundations Course of the Good Shepherd Catechesis Certificate Program

Support & Enrichment	<ul style="list-style-type: none"> - Good Shepherd Diocesan Advisory Committee - Good Shepherd Catechesis Office, Catholic Pastoral Centre 416-934-3400, gscatechesis@archtoronto.org - Parish Team - Catechist Meetings - quarterly, Participant Follow Up report - annually
Risk Assessment Screening Procedures	<ul style="list-style-type: none"> - High Risk - Provide a Position Description form - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Reference checks - Vulnerable Sector Police records check - Orientation and Training - Supervisory checks and evaluations

Date Approved: _____	Date Reviewed: _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	



Diocese of Hamilton

Name of Group/ Ministry	Catechesis of the Good Shepherd, Atrium Catechist
Accountability	<ul style="list-style-type: none"> - Catechesis of the Good Shepherd Coordinator, pastor and parish team
Purpose of Ministry	<ul style="list-style-type: none"> - Present the essential truths and teachings of our faith to the children in a manner faithful to the tradition of the Catechesis of the Good Shepherd.
Participant Group	<ul style="list-style-type: none"> - Level I – children ages 3-6 - Level II – children ages 6-9 - Level III – children ages 9-12
Activities and Responsibilities	<ul style="list-style-type: none"> - To prepare the environment and to make presentations that “call forth” the child’s response. - To prepare the catechetical material and maintain order so as to foster concentration, silence and contemplation. - Personally prepare album pages (presentation guidelines) - Assist in maintenance of the Atrium - Attend catechist meetings - Attend parent meetings - Provide adequate notice to the other catechist if unable to perform their tasks for a given session and arrange a replacement - Notify the coordinator as soon as possible if unable to perform their duties over a longer term - There are at least two catechists, always the same persons with each group of children during each session - Must have knowledge of and implement correct procedures as described in “Volunteer Guidelines” if there is any suspected neglect or abuse of a member of the program
Skills and Qualifications Required	<ul style="list-style-type: none"> - Minimum Level 1: Foundations Course; The Child Birth – 6 - Level II – the child 6 - 9. - (Offered jointly by the University of St. Michael’s College and the Archdiocese of Toronto Catholic Office of Religious Education) - When possible, the newly formed catechist will mentor or team with another more experienced catechist - Displays an attitude of humility before the child so as to respect the personality of the child. The child, particularly the religious life of the child, is central to the interest and commitment of the catechist. - Is able to work with other catechists in a spirit of unity and harmony and generously offer their talents and experiences for the good of all. - Requires a deep sense of spirituality with an ongoing desire for a

	growing faith life and nourishment of the same.
Time commitment Duration	<ul style="list-style-type: none"> - Once per week from early October to Pentecost Sunday - 4 ½ hrs per week. (2 hours of preparation time, up to 2 hours of Atrium session and ½ hour clean –up and record keeping each week) - 3 year term renewable
Orientation Training	<ul style="list-style-type: none"> - Ongoing by pairing with or mentoring with an experienced catechist where possible - Diocesan workshops - Quarterly Catechist meetings
Support & Enrichment	<ul style="list-style-type: none"> - Catechesis of the Good Shepherd – Coordinator - Good Shepherd Catechesis Office, Catholic Pastoral Centre 416-934-3400, gscatechesis@archtoronto.org - Pastor and Parish Team - Visits by Coordinator, Buddy System Weekly between the two catechists working together. Quarterly catechist meetings. Annual written evaluation. - Bi Annual Parent Survey, Parent Meetings
Risk Assessment Screening Procedures	<ul style="list-style-type: none"> - High Risk - Provide a Position Description form - Fill Diocese of Hamilton Volunteer Information Form (pgs. 1-4) - Interview - Vulnerable Sector Police Check
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Catechesis of the Good Shepherd, Atrium Volunteer
Accountability	- Catechesis of the Good Shepherd Coordinator, pastor and parish team
Purpose of Ministry	- Present the essential truths and teachings of our faith to the children in a manner faithful to the tradition of the Catechesis of the Good Shepherd.
Participant Group	- Level I – children ages 3-6 - Level II – children ages 6-9 - Level III – children ages 9-12
Activities and Responsibilities	- Help supervise children in the Good Shepherd Program Atrium - Assist with set up of the Atrium prior to every session - Assist with clean-up of the Atrium after every session - Provide adequate notice to the session catechist(s) if unable to perform their tasks for a given session and arrange a replacement - Notify the coordinator as soon as possible if unable to perform their duties over a longer term - Must have knowledge of and implement correct procedures as described in “Volunteer Guidelines” if there is any suspected neglect or abuse of a member of the program
Skills and Qualifications Required	- Works well with children - Good oral communication skills / organizational skills - Imaginative and creative
Time commitment Duration	- Once per week from early October to Pentecost Sunday - 2 ½ hrs. per week - 1 year term renewable
Orientation Training	- Given instructions by catechist
Support & Enrichment	- Coordinator and Catechists - Catechists - Bi Annual parent survey (Participant Follow up Report), - Annual feedback and review by Atrium Coordinator.
Risk Assessment Screening Procedures	- High Risk - Provide a Position Description form - Fill out Diocese of Hamilton Volunteer Information Form - Interview - Vulnerable Sector Police Check

Date Approved:

Date Reviewed:

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____



Diocese of Hamilton

Choir Member – Child/Youth	
Name of Group/ Ministry	
Accountability	- Choir Director
Purpose of Ministry	-Members of the choir share in the proper performance of the music sung, and encourage the active participation of the faithful in singing.
Participant Group	-Parish – Other choir members and assembly
Activities and Responsibilities	-Under the Choir Director, integrates their own area of responsibility in the singing of liturgical music -May be called upon to sing solo performances during Liturgy, may be called upon to play an instrument for the music during Liturgy -Is available to sing during other Church services and events as required. Works in conjunction with other members of the music staff to share in executing music for the Liturgy.
Skills and Qualifications Required	-Active participant in Parish worship. -Demonstrates adequate skill in vocal techniques. -Has some understanding of music and the Liturgy.
Time commitment Duration	-Rehearsal: 2 hours per week - Mass and other liturgies as required
Orientation Training	-Standard parish orientation, orientation to the musical tone/philosophy of the particular choir.
Support & Enrichment	-Choir Director
Risk Assessment	-Low
Screening Procedures	-Provide a position description -Completion of Diocese of Hamilton Volunteer Information Form (which includes parent/guardian consent) -Training and orientation are required. There will be supervision and periodic evaluations.
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Choir Member – Adult	
Name of Group/ Ministry	
Accountability	- Choir Director
Purpose of Ministry	-Members of the choir share in the proper performance of the music sung, and encourage the active participation of the faithful in singing.
Participant Group	-Other choir members and Instrumentalists
Activities and Responsibilities	-Under the Choir Director, integrates their own area of responsibility in the singing of liturgical music -May be called upon to sing solo performances during Liturgy, may be called upon to play an instrument for the music during Liturgy -Is available to sing during other Church services and events as required. Works in conjunction with other members of the music staff to share in executing music for the Liturgy.
Skills and Qualifications Required	-Active participant in Parish worship. -Demonstrates adequate skill in vocal techniques. -Has some understanding of music and the Liturgy.
Time commitment Duration	-Rehearsal: 2 hours per week - Mass and other liturgies as required
Orientation Training	-Standard parish orientation, orientation to the musical tone/philosophy of the particular choir.
Support & Enrichment	-Choir Director
Risk Assessment	-Low
Screening Procedures	-Provide a position description -Completion of Diocese of Hamilton Volunteer Information Form -Training and orientation are required. There will be supervision and periodic evaluations.
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	Custodian/Maintenance Person
Accountability	- Pastor
Purpose of Ministry	-Under the direction of the Pastor, the Custodian/Maintenance person oversees the cleanliness and maintenance 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.
Participant Group	-Parish
Activities and Responsibilities	<ul style="list-style-type: none"> -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 Pastor. -Recommends to the Pastor the ordering of supplies, and the repair or replacement of equipment and fixtures. -Is available for training as required.
Skills and Qualifications Required	<ul style="list-style-type: none"> -Must be at least 18 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. -Should possess extensive maintenance skills and general knowledge in various areas including: landscaping, electrical fixtures, plumbing, construction, etc. -Should possess training in and/or knowledge of building codes, legislation, fire regulations, WHIMIS and health and safety procedures. -Is capable of lifting and moving objects as required. -Must have good organizational skills with the ability to multi-tasks under time constraints. -Can relate effectively and communicate clearly with others. -In cases of emergency, knows contacts and/or procedures.
Time commitment Duration	<ul style="list-style-type: none"> -As per the Pastor -One year term with an ability to renew.
Orientation Training	-Standard Parish orientation program and training provided by the Pastor and/or previous Custodian.
Support & Enrichment	-The Pastor is the first level of support, supervision and evaluation

Risk Assessment	-High
Screening Procedures	<ul style="list-style-type: none"> -Provide a position description -Completion of Diocese of Hamilton Volunteer Information Form --- -An interview and personal reference checks are required. -CPIC Police Check -Training and orientation are required. There will be supervision and periodic evaluations.

Date Approved:

Date Reviewed:

Ministry Leader: _____

Parish Screening Committee Member: _____

Pastor: _____



Diocese of Hamilton

	Lector
Name of Group/ Ministry	
Accountability	-Pastor
Purpose of Ministry	-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. Leads the Prayer of the Faithful in the absence of the deacon.
Participant Group	-Parish – The assembly
Activities and Responsibilities	<ul style="list-style-type: none"> -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 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. -Is responsible to find replacement if unable to fulfill scheduled assignment, and to notify the Ministry Coordinator of any changes.
Skills and Qualifications Required	<ul style="list-style-type: none"> -Is a fully initiated member of the Catholic Church who has been duly prepared and appropriately commissioned for this role. -Must be at least 18 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, all the importance of the Liturgy of the Word within the whole celebration of the Eucharist and all sacraments. -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.
Time commitment Duration	- Three to five year term with the ability to renew

Orientation Training	-standard parish orientation and has participated in a training process on reflecting on the theology of the Liturgy of the Word as found in the Lectionary, and practical training in proclamation.
Support & Enrichment	-Pastor
Risk Assessment	-Low
Screening Procedures	-Provide a position description -Completion of Diocese of Hamilton Volunteer Information Form -Training and orientation are required. There will be supervision and periodic evaluations.
<p>Date Approved: _____ Date Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	



Diocese of Hamilton

Name of Group/ Ministry	
Accountability	
Purpose of Ministry	
Participant Group	
Activities and Responsibilities	
Skills and Qualifications Required	
Time commitment Duration	
Orientation Training	
Support & Enrichment	
Risk Assessment Screening Procedures	
Date Approved: _____ Date Reviewed: _____	
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	