



Archdiocese of Regina

ARCHBISHOP'S APPEAL CHAIRPERSON

(Formerly called: Commitment to the Future Annual Appeal Chairperson)

Overview

Under the direction of the Pastor, the Archbishop's Appeal Chairperson animates and communicates the campaign to parishioners. Together with the Pastor, the campaign Chairperson ensures that the overall campaign plan is carried out within the time frame established. He or she ensures that the Appeal Committee Members understand the plan and the responsibilities assigned to them.

Activities/Responsibilities

- Maintains contact list of the Archbishop's Appeal Committee Members.
- Ensures all changes in the list of the Archbishop's Appeal Committee Members are communicated promptly to the Parish Volunteer Screening Committee.
- Assists Pastor with volunteer recruitment, education and organization related to the Archbishop's Appeal.
- Is familiar with the ministries and services funded by the Archbishop's Appeal.
- Plans and delivers Archbishop's Appeal presentations.
- Arranges for guest speakers to present the Archbishop's Appeal to the parishioners.
- Arranges for parish viewing of the Archbishop's Appeal media presentations.
- Ensures other parish activities are planned to raise awareness of the Archbishop's Appeal.
- Ensures all donations are recorded and money is deposited in a timely manner.
- Ensures that accurate reports are made as required.
- Oversees all cash flow pertaining to the Archbishop's Appeal funds.
- Ensures utilization of campaign materials, i.e. posters, banners.
- Ensures that all actions on the campaign plan are carried out.
- Schedules, coordinates and is present for all meetings as required.
- May recruit other members to assist with these activities.
- Communicates all activities and financial records regarding the Archbishop's Appeal to the Pastor on an ongoing basis.
- Liaises with the Pastor and the Archbishop's Appeal Office at the Archdiocese of Regina for feedback and support.

- Ensures that collected funds and reports are submitted to the Archbishop’s Appeal Office at the Archdiocese of Regina, within the determined timelines.
- Observes discretion in the confidential matters arising from the Archbishop’s Appeal.

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.

<p>Other specifics:</p> <hr/> <hr/> <hr/> <hr/>
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Skills, Experience, and Qualifications

- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- 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 the ministries and services funded by the Archbishop’s Appeal
- Skills in accounting and/or finance would be an asset.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to the Archbishop’s Appeal.
- 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 Archbishop's Appeal Office at the Archdiocese of Regina.

Participant Group

- Archbishop's Appeal Committee Members and parishioners.

Support, Supervision, and Evaluation

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

Length of Ministry

- ___ year term.

Benefits and Working Conditions

- Will have a direct impact on the financial aid given to the Archbishop's Appeal's family of agencies.
- Will further develop leadership and presentation skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position which requires a time commitment of _____ hours per week or _____ 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 security position.
- Completion of a Volunteer Information 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 by the Pastor and/or designate.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of the Archbishop's Appeal Chairperson currently practiced at

_____ **Parish.**
(Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto