



Archdiocese of Regina

ARCHBISHOP'S APPEAL COMMITTEE MEMBER

(Formerly called: Commitment to The Future Annual Appeal Campaign Committee Member)

Overview

Under the direction of the Archbishop's Appeal Chairperson, the Archbishop's Appeal Committee Member works as part of a team arranging various activities and events to further the success of the Archbishop's Appeal.

Activities/Responsibilities

- Assists in the planning of Archbishop's Appeal presentations and delivers presentations when called upon.
- Assists guest speakers who are presenting at the parish.
- Arranges for parish viewing of the Archbishop's Appeal media presentations.
- Is familiar with the ministries and services funded by the Archbishop's Appeal.
- Ensures all donations are reported to the Archbishop's Appeal Chairperson.
- Utilizes campaign materials, i.e. posters, banners.
- 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 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.

Other specifics:

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 organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written.
- Has knowledge of the ministries & services funded by the Archbishop's Appeal.

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.
- 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 Archbishop's Appeal Office at the Archdiocese of Regina.

Participant Group

- Parishioners

Support, Supervision, and Evaluation

- The Pastor and/or Archbishop's Appeal Chairperson 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 presentation, team working and organizational 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 General security position.
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or designate.

This ministry position description accurately reflects the Ministry of the Archbishop's Appeal Committee Member 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

