



## Archdiocese of Regina

### **SPIRITUAL AND EDUCATIONAL CHAIRPERSON**

#### **Overview**

The Spiritual and Education Committee is responsible for helping parishioners develop their spiritual life and giving them the tools to reach out and proclaim the Gospel message through educational programs and resources.

#### **Activities/Responsibilities**

- Recruit committee members to assist in fulfilling the committee mandate.
- Prepare a budget and yearly plan of activities
- Provide leadership and direction to members of the committee.
- Prepare an annual report of committee activities for the parish annual meeting.
- Regularly attend parish council meetings and report of committee activities.
- Keep minutes of the committee meetings.
- Work with committees to develop and implement spiritual and educational programs.

**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 in the parish and striving to live in accordance with the teachings of the Catholic Church.
- In good standing with the Pastor and the parish community.
- Must be at least 18 years of age.
- Is recognized within the parish community as a person of good reputation.
- Will become familiar with parish and Archdiocesan resources.
- Has appropriate leadership organizational and facilitation skills and the ability to implement programs.
- Possesses good listening skills, relational skills and good judgment.

### **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 this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to work independently or as part of a team.
- Has a willingness to work with the Pastor and Pastoral team.
- Is courteous and respectful of others.
- Willingness to encourage the growth of the faith in the parish.

### **Orientation and Training**

- Standard parish orientation program and other training as provided.
- Training and formation provided by the pastor and/or the Archdiocese of Regina.
- Workshops and seminars when appropriate.

### **Participant Group**

- Members of the parish.
- Members of the Catholic faith in the Archdiocese.

### **Support, Supervision, and Evaluation**

- The Pastoral Council Chairperson is the first level of support, supervision and evaluation.
- The Pastoral Team and pastor may be an additional level of support.

### **Length of Ministry**

- \_\_\_\_ year term.

**Benefits and Working Conditions**

- 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.
- Training and orientation are required.
- Supervision by the Pastor or his designate.

*If this ministry is working with the vulnerable it is a High Security Position. The following is required:*

- Completion of a Volunteer Information Form
- 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
- Participant follow-ups will be conducted

<b>This ministry position description accurately reflects the Spiritual and Educational</b>	
<b>Ministry currently practiced at _____ Parish.</b>	
(Parish Name)	
_____	
Parish Volunteer Screening Committee	
_____	_____
Pastor or designate	Date

Prepared by the Archdiocese of Regina

