



Archdiocese of Regina

SPIRITUAL AND EDUCATIONAL COMMITTEE MEMBER

Overview

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

Activities/Responsibilities

- Work with the Spiritual and Educational Chairperson to fulfill the committee mandate.
- Arrange for parish education programs and days of reflection such as Lent and Advent.
- Provide Catholic reading materials for the parish including which may include seasonal reflection booklets for liturgical seasons.
- Review and maintain subscriptions to publications to the parish.
- Encourage opportunities for scripture study and faith sharing among parishioners.
- Work with other Pastoral Council Committees.

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.
- Has organizational skills and ability implement programs.

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 willingness to work with other committee members, Pastor and the Pastoral team.
- Is courteous and respectful to others.
- Willingness to encourage the growth of the faith in the parish.

Orientation and Training

- Standard parish orientation program and other training as provided.
- Workshops and seminars when appropriate.

Participant Group

- Members of the parish.
- Members of other parishes in the archdiocese.

Support, Supervision, and Evaluation

- The Spiritual and Educational Chairperson is the first level of support, supervision and evaluation.

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 volunteer information form.
- Orientation is required.
- Supervision by the Spiritual and Educational Chairperson.

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 and/or designate.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry Spiritual and Educational Committee Member currently practiced at

_____ Parish.
(Parish Name)

Parish Volunteer Screening Committee

Pastor or designate

Date

Prepared by the Archdiocese of Regina

