



Archdiocese of Regina

NEW MINISTRY POSITION DESCRIPTION FORM

Overview

General description of the new position.

Activities/Responsibilities

The activities/responsibilities listed are to reflect the ministry performed at this parish.

Skills, Experience, and Qualifications

List requirements for the new position including the following:

- 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.

Personal Traits and Qualities

The following description should be of assistance to those considering this position.

Orientation and Training

State additional orientation and training which is provided including the following:

- Standard parish orientation program and other training as provided.

Participant Group

Name the group(s) that will have direct contact with this ministry position.

Support, Supervision, and Evaluation

List all sources of support, supervision and evaluation including the following:

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

Length of Ministry

All positions must have a term stated.

Benefits and Working Conditions

Detail the benefits for the volunteer and the working conditions that can be expected including the following:

- 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

If this 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

If this is a General Security Position the following is required:

- Completion of a Volunteer Information Form
- Training and orientation are required
- There will be supervision by the Pastor

This ministry position description accurately reflects	
the Ministry of _____ <i>(New Ministry Position)</i>	
currently practiced at _____ <i>(Parish Name)</i>	

Parish Volunteer Screening Committee	
_____	_____
Pastor	Date

Prepared by

(Indicate who was responsible for the creation of this new ministry position description)
