



## Archdiocese of Regina

### **COMMITMENT TO THE FUTURE ANNUAL APPEAL CAMPAIGN COMMITTEE MEMBER**

#### **Overview**

Under the direction of the Commitment to the Future Annual Campaign Chairperson, the Commitment to the Future Annual Campaign Committee Member works as part of a team arranging various activities and events to further the success of the Commitment to the Future Campaign.

#### **Activities/Responsibilities**

- Assists in the planning of Commitment to the Future presentations and delivers presentations when called upon.
- Assists guest speakers who are presenting at the parish.
- Arranges for parish viewing of the Commitment to the Future media presentations..
- Is familiar with the ministries and services funded by the Commitment to the Future Campaign.
- Ensures all donations are reported to the Commitment to the Future Annual Campaign 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 Commitment to the Future Campaign.

**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:**

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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 organizational and presentation skills.
- Can clearly and effectively communicate with others both verbally and written.
- Has knowledge of the ministries & services funded by the Commitment to the Future Campaign.

### **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 Commitment to the Future Campaign.
- 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 Commitment to the Future Office at the Archdiocese of Regina.

### **Participant Group**

- Parishioners

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

- The Pastor and/or Commitment to the Future Campaign 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 Commitment to the Future’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.

<b>This ministry position description accurately reflects the Ministry of Commitment to the Future Campaign Committee Member currently practiced at</b>	
_____ <b>Parish.</b>	
(Parish Name)	
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Parish Volunteer Screening Committee	
_____	_____
Pastor or Designate	Date

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

