



Archdiocese of Regina

PARISH MEN’S OR WOMEN’S CLUB/ORGANIZATION CHAIRPERSON

Overview

The Men’s or Women’s Club helps to promote a welcoming and receptive social environment in the parish by planning and implementing various events, celebrations and activities. Activities or events may be for charitable purposes, to develop community within the parish or to assist the community at large.

Activities/Responsibilities

- Maintains a current list of members and event volunteers.
- Ensures any changes in the list of members and volunteers are communicated promptly to the Parish Volunteer Screening Committee.
- In consultation with the Pastor, CWL and Knights of Columbus, establishes a yearly plan for various events, celebrations and activities occurring in the parish.
- Schedules and chair meetings of the Club.
- Ensures that minutes for the meetings are kept.
- Ensures that there is an adequate amount of volunteers scheduled for all events.
- Arranges for training and orientation for new volunteers to familiarize them with the organization.
- Encourages, motivates and supports any volunteers.
- Meets occasionally with the Pastor or designate to review the parish calendar of events.
- Ensures there are sufficient supplies, materials and other items as required.
- Prepares financial reports of the various activities for the Parish Annual report.
- Makes regular presentations to the Parish Council.

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 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 should 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 other Parish organizations.
- 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 orientation provided by the pastor or his designate.
- Workshops and seminars when appropriate.

Participant Group

- Members of the Parish.
- Members of the Community at large.

Support, Supervision, and Evaluation

- The Pastor 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 an Adult Volunteer Information Form.
- Training and orientation are required
- Supervision by the Pastor or his designate.

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

- Completion of an Adult Volunteer Information Form
- An interview and personal reference checks.
- A criminal Record Check.
- Training and orientation are required
- There will be supervision by the Pastor or his delegate.
- Participant follow-ups may be conducted.

This ministry position description accurately reflects the Ministry of Men’s or Women’s

**Club/Organization currently practiced at _____
Parish. (Parish Name)**

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina

