



## Archdiocese of Regina

### **PARISH PASTORAL MEN’S OR WOMEN’S CLUB / ORGANIZATION COMMITTEE MEMBER**

#### **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**

- Is available for meetings to discuss and to plan the various events organized by the Club.
- Assists in organizing the various aspects of a scheduled event or activity which may include arranging catering, for preparation, hall reservations, selling tickets etc.
- Is available for set-up and clean-up of parish facilities required for scheduled events, activities or celebrations.
- Orders various supplies, materials and other items as required.
- Is present to perform various activities during the event, activity and/or celebration such as serving food, preparing activities, arranging for prizes etc.

**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.**

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| <p><b>Other Specifics:</b></p> <hr/> <hr/> <hr/> <hr/> |
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### **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.
- Possess 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 as provided by the Chairperson.

### **Participant Group**

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

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

- The 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 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 designate.

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| <b>This ministry position description accurately reflects the Ministry of Men's or Women's</b> |               |
| <b>Club Committee Member currently practiced at</b>                                            | _____         |
| <b>Parish.</b>                                                                                 | (Parish Name) |
| _____                                                                                          |               |
| Parish Volunteer Screening Committee                                                           |               |
| _____                                                                                          |               |
| Pastor or Designate                                                                            | Date          |

Prepared by the Archdiocese of Regina

