



# Archdiocese of Regina

## SOCIAL ACTION CHAIRPERSON

### Overview

Under the direction of the Pastor or his designate, the Social Action committee is responsible for the social action of the parish both within and outside parish boundaries. It is also responsible for the education of members of the parish about the church’s biblical and social teaching regarding issues of social justice and peace and for the promotion of this teaching among parishioners.

### Activities/Responsibilities

- Recruit committee members to assist in fulfilling the committee mandate.
- Provide leadership and direction to the members of the committee.
- Maintain a current list of committee members and forward this information to the Parish Volunteer Screening Committee.
- Meet regularly with committee members to plan and implement activities.
- Keep minutes of meetings and report regularly to Parish Council.
- Maintain the committee budget.
- Is available for meetings to discuss and plan the various projects occurring at the parish.
- Assists in organizing and assisting the various aspects of a scheduled social justice or support activity.
- Prepare an annual report of the committee activities for the parish annual meeting.
- May include a Respect for Life subcommittee.

**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.**

<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.
- Has an understanding of and commitment to the church as expressed in the teachings of the Church.

### **Personal Traits and Qualities**

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

- Be a person of compassion and understanding when dealing with vulnerable people.
- Desires to serve the community to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to listen and to lead.
- Has good relational skills.
- Desires spiritual growth and has openness to prayer and reflection.

### **Orientation and Training**

- Standard parish orientation program and other training as provided.
- Availability to attend Social Action workshops presented throughout the Archdiocese of Regina.

### **Participant Group**

- Community at large.
- Parishioners and those in need of support.

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

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

### **Length of Ministry**

- \_\_\_\_\_ year term.

**Benefits and Working Conditions**

- 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 Pastoral Council and Committee meetings.
- Must be able to attend the orientation session and training sessions as required.
- Will have a direct impact on the vulnerable.
- Will further develop own spiritual growth.

**Screening Recommendations**

- This is a General Security position. (*High security if alone with vulnerable people or in people's homes or other non-public locations.*)
- Completion of a Volunteer Information Form.
- Training and orientation are required.
- There will be supervision by the Pastor and/or designate.

**This ministry position description accurately reflects the Ministry of Social Action Chairperson as currently practiced at \_\_\_\_\_ Parish.** (Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor or designate

\_\_\_\_\_  
Date

Prepared by the Archdiocese of Regina

