



Archdiocese of Regina

SOCIAL ACTIVITY COMMITTEE COORDINATOR

Overview

The Social Activity Committee helps to promote a welcoming, receptive and active social environment in the parish by planning and implementing various social events, celebrations and activities occurring at the parish. Under the direction of the Pastor, the Social Activity Committee Coordinator oversees all aspects of these events.

Activities/Responsibilities

- Maintains a current contact list of the Social Activity Committee Members and event volunteers.
- Ensures any changes in the list of the Social Activity Committee Members and volunteers are communicated promptly to the Parish Volunteer Screening Committee.
- In consultation with the Pastor, establishes a yearly plan for various social events, celebrations and activities occurring at the parish.
- Schedules and chairs meetings of the Social Activity Committee.
- Ensures that there is an adequate amount of volunteers scheduled for all social events.
- Arranges for training and orientation for new volunteers to familiarize them with the requirements of the position.
- Encourages, motivates and supports any volunteers that may be present for social events.
- Meets occasionally with the Pastor 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 as requested by the Pastor.

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

- Participates in parish life and is of good character.
- Must be at least 18 years of age.
- Must have attended the parish at least 2 years or be known to the parish community.
- Has appropriate leadership and organizational skills.
- Ability to facilitate meetings and plan and implement programs.
- Has an ability to relate and communicate effectively with others.
- Has the ability to motivate others and delegate responsibilities as needed.
- In cases of emergency, knows contacts and/or procedures.

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 this ministry.
- Is friendly, patient and has good relational skills.
- Pays close attention to detail.
- Has a spirit of generosity and creativity.

Orientation and Training

- Standard parish orientation program and training.

Participant Group

- Social Activity Committee Members, Volunteers and those participating in the various events.

Support, Supervision, and Evaluation

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

Length of Ministry

- _____ year term.

Benefits and Working Conditions

- Will directly contribute to the social well-being of the parish community.
- Will further develop organizational and leadership skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- May be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.
- This is a volunteer position which requires a time commitment of _____ hours per week or _____ hours per month.
- Must be able to attend the orientation session, training sessions and regular meetings as required.

Screening Recommendations

- This is a General security position. (*High security if handling parish funds or alone with children.*)
- Completion of a Volunteer Information Form is required.
- 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 Activity	
Committee Coordinator currently practiced at	_____
Parish.	(Parish Name)

Parish Volunteer Screening Committee	
_____	_____
Pastor or Designate	Date

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

Section Four
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