



Archdiocese of Regina

SOCIAL ACTIVITY COMMITTEE MEMBER

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. The Social Activity Committee Member assists in the planning and organization of these events.

Activities/Responsibilities

- Is available for meetings to discuss and plan the various social events occurring at the parish.
- Assists in organizing the various aspects of a scheduled social event which may include: arranging catering orders, food preparation, hall reservations, selling tickets, etc.
- Is available for set-up and clean-up of parish halls during scheduled events.
- Orders various supplies, materials and other items as required.
- Is present to perform various activities during the event and/or celebration which may include: serving food, preparing games, arranging for prizes and raffle items, 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.

Other specifics:

Skills, Experience, and Qualifications

- Is known in the parish community, participates in parish life and is of good character.
- Has an ability to relate and communicate effectively with others.
- 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.
- Has a spirit of generosity and creativity.

Orientation and Training

- Standard parish orientation program.

Participant Group

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

Support, Supervision, and Evaluation

- The Social Activity Committee Coordinator 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.
- 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.

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 Member 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

