



## Archdiocese of Regina

### TECHNICAL SUPPORT VOLUNTEERS

#### Overview

Technical Support Parishioners provide experience technical support to the parish and the parish office. Parishioners involved with this ministry may be responsible, but not limited to maintaining a website, blog or Facebook page, assisting with technical support and decision making in the office, providing technical support or running sound equipment for the parish facility as a whole.

#### Activities/Responsibilities

- Provide support to parish communities who activity wish to utilize technology.
- Provides editorial and technical service to develop and maintain an active parish website blog or Facebook page.
- Receives the weekly bulletin or newsletter and other documents from the parish in electronic format for publication to the web site.
- Selects and composes appropriate information for the promotion of the parish and the Catholic faith.
- Assists in implementing and solving problems with new parish hardware and software.
- Maintains equipment in good working order.

**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:**

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### **Skills, Experience, and Qualifications**

- Is registered in the parish and striving to live in accordance with the teachings of the Catholic Church.
- Is known in the parish community, participates in parish life and is of good character.
- Has a good knowledge of computers and technological supports.
- Has good editorial skills.
- Works with committees to develop and implement programs.
- Possesses good listening skills.

### **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is patient and attentive to detail.
- 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 the Pastoral team.
- Is courteous and respectful of others.

### **Orientation and Training**

- Standard parish orientation program and other training as provided.
- Training and formation provided by the pastor and/or the Archdiocese of Regina.
- Workshops and seminars when appropriate.

### **Participant Group**

- Parish office personnel.
- Members of Parish Council Committees.

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

- The Pastoral Council Chairperson is the first level of support, supervision and evaluation.
- The Pastoral Team and pastor may be an additional level of support.

### **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 meetings when necessary.
- Must be able to attend orientation sessions and training sessions as required.
- Ability to work out of one’s own space and at one’s own pace.

**Screening Recommendations**

- This is a High Security Position.
- Completion of a Volunteer Information Form.
- An interview and personal reference check are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision by the Pastoral Council Chairperson and/or Pastor.
- Participant follow-ups will be conducted.

<b>This ministry position description accurately reflects the Technical Support Ministry</b>	
<b>currently practices at _____ Parish.</b>	
(Parish Name)	
_____	
Parish Volunteer Screening Committee	
_____	_____
Pastor or Designate	Date

Prepared by the Archdiocese of Regina

Section Four  
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