

STEP 2

MINISTRY POSITION DESCRIPTION

There must be a ministry role description for every Volunteer Ministry Position within the parish. It is imperative to describe each position and define its inherent risk and the measures that must be taken in order to address these risks.

Below are the items that MUST appear on every Ministry Position Description.

1. Overview

States what the position is about.

2. Activities/Responsibilities

Lists what this position requires the volunteer to do and how and when they are required to perform these responsibilities.

3. Skills, Experience and Qualifications

Lists the knowledge and ability the volunteer should have in order to carry out the responsibilities.

4. Personal Traits and Qualities

Lists the kind of person needed to carry out the responsibilities.

5. Orientation and Training

Lists what is needed to prepare a person for this ministry in the parish community.

6. Participant Group

Outlines who the volunteer will serve and who they will minister to.

7. Support, Supervision, and Evaluation

Outlines who will support the volunteer in this ministry position.

8. Length of Ministry

States how long the volunteer is required to serve in this ministry position.

9. Benefits and Working Conditions

Lists the advantages and the working conditions the volunteer will experience in the position.

10. Screening Recommendations

Lists the Level of Security and the Screening Steps that are used for the Position.

Includes a place for the signatures and the date of approval.

STANDARDIZED MINISTRY POSITION DESCRIPTIONS

Below is a list of the Archdiocese of Regina Standardized Volunteer Ministry Position Descriptions. All parishes are to use the Standardized Volunteer Ministry Position Descriptions listed here. If a Standardized Volunteer Ministry Position is similar in duties, activities and responsibilities to one at your parish but is different in name, the title of that ministry may be changed to reflect the ministry name used at your parish.

If your parish has a position not listed here, submit a draft to the Archdiocese of Regina of the Volunteer Ministry Position Description for review and approval.

1. Adoration Coordinator / *General Security*
2. Altar Server Coordinator / *High Security*
3. Altar Server - Adult / *General Security* *
4. Altar Server – Child/Youth/ *General Security*
5. Baptismal Preparation Coordinator / *General Security*
6. Baptismal Preparation Team Member / *General Security*
7. Bereavement Team Coordinator / *High Security*
8. Bereavement Team Member / *High Security*
9. Bible Study Coordinator / *General Security* *
10. Building and Maintenance Committee / *General Security* *
11. Catechumenal Catechist of Children’s Initiation / *High Security*
12. Children’s Liturgy of the Word Coordinator / *High Security*
13. Children’s Liturgy of the Word Assistant / *High Security*
14. Children’s Liturgy of the Word Teacher / *High Security*
15. Choir/Music Ministry Director / *General Security* *
16. Choir/Music Ministry Member – Adult / *General Security* *
17. Choir/Music Minister Member – Child/Youth / *General Security*
18. Collection Counter Coordinator / *High Security*
19. Collection Counter / *High Security*
20. (Commitment to the) Archbishop’s Appeal Chairperson / *High Security*
21. (Commitment to the) Archbishop’s Appeal Committee Member / *General Security*
22. Coordinator of RCIA for Children / *General Security* *
23. Custodian/Maintenance Person / *High Security*
24. Ecumenism Committee Chairperson / *General Security*
25. Ecumenism Committee Member / *General Security*
26. Extraordinary Minister of Holy Communion Coordinator / *High Security*
27. Extraordinary Minister of Holy Communion / *General Security*
28. Extraordinary Minister of Holy Communion to Homes/Institutions / *High Security*
29. Lay Liturgical Coordinator/Lay Presider/Lay Leader of Prayer / *High Security*
30. Lay Pastoral Visitor’s Coordinator / *High Security*
31. Lay Pastoral Visitor / *High Security*
32. Lector’s Coordinator / *General Security* *
33. Lector / *General Security*
34. Liturgical Environment Planner / *General Security*
35. Liturgical Hospitality Coordinator / *General Security*
36. Liturgical Hospitality: Greeters & Ushers / *General Security*
37. Marriage Preparation Coordinator / *General Security*

- 38. Marriage Preparation Facilitator / *General Security*
- 39. Parish Finance Council Cemetery Chairperson / *High Security*
- 40. Parish Finance Council Cemetery Committee Member /*General Security*
- 41. Parish Finance Council Chairperson / *High Security*
- 42. Parish Finance Council Member / *General Security*
- 43. Parish Pastoral Council Chairperson / *High Security*
- 44. Parish Pastoral Council Member / *General Security*
- 45. Parish Pastoral Men/Women's Club/Organization Chairperson / *General Security*
- 46. Parish Pastoral Men/Women's Club/Organization Committee /*General Security*
- 47. Parish Volunteer Administrative Assistant / *High Security*
- 48. Parish Volunteer Screening Coordinator / *High Security*
- 49. Parish Volunteer Screening Committee Member / *High Security*
- 50. Prayer Group Coordinator / *High Security*
- 51. RCIA Catechumenal Director / *General Security*
- 52. RCIA Catechumenal Catechist / *General Security*
- 53. RCIA Sponsor / *General Security*
- 54. Religious Education Coordinator / *High Security*
- 55. Religious Education Assistant / *High Security*
- 56. Religious Education Catechist / *High Security*
- 57. Sacramental Preparation Coordinator / *General Security* *
- 58. Sacramental Preparation Team Member / *General Security**
- 59. Sacristan/Mass Coordinator / *General Security**
- 60. Social Action Chairperson / *General Security*
- 61. Social Action Committee Member / *General Security*
- 62. Social Activity Committee Coordinator / *General Security* *
- 63. Social Activity Committee Member / *General Security**
- 64. Spiritual and Educational Chairperson / *High Security*
- 65. Spiritual and Educational Committee Member / *General Security*
- 66. Spiritual Director – An Archdiocesan Position / *High Security*
- 67. Stewardship Committee Chairperson / *High Security*
- 68. Stewardship Committee Member / *General Security**
- 69. Technical Support Volunteers / *High Security*
- 70. Volunteer Donor Services Coordinator / *High Security*
- 71. Volunteer Driver / *High Security*
- 72. Wellness and Health Coordinator / *General Security**
- 73. Wellness and Health Committee Member / *General Security**
- 74. Youth Minister / *High Security*
- 75. Youth Minister's Director / *High Security*
- 76. Youth Minister's Assistant / *High Security*

* See Ministry Position Description (Section Four) for additional comments.

Note:

When children (without the accompaniment of a parent and/or guardian) or the vulnerable are involved or when there is money involved, the ministry position is determined to be High Security.

When the Pastor is always present, the ministry position is determined to be General Security.

When the participants are not vulnerable persons and/or depending upon the level of activity, the ministry position may be considered General Security.

Section Two
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