

DIOCESE OF CHARLOTTETOWN
PARISH SOCIAL MINISTRIES COORDINATOR

Overview

The Parish Social Ministries Coordinator responds to the requests of the Pastor or the Parishioners or Parish Pastoral Council by assisting the parishioners' specific needs or to respond to specific tasks for the parish community.

Activities/Responsibilities

Activities/Responsibilities will vary according to the specific areas of ministry within the Parish Social Ministry structure. These areas may include a wide variety of services which are determined at the parish level. Some Examples are:

- A Friendly Visitor Program
- A Family Support Ministry
- Social Activities for Seniors
- Parish Social Gatherings

Skills, Experience and Personal Qualities

- Is an adult member of the Catholic Church in good standing.
- Can relate effectively with others and can work as a team.
- Is enthusiastic and can motivate others to assist in the development of projects.
- In cases of emergency, knows contacts and/or procedures.
- Honest, dependable and can maintain strict confidentiality.
- Is comfortable with accountability; sensitive to the observance of proper boundaries

Screening Recommendations

This is a **High Risk position if participants are vulnerable** (elderly, youth, needy, Disabled) and/or depending upon the level of activity needs completion of a Volunteer Information Form, an interview and personal reference checks, and a Vulnerable Sector Criminal Record Check.

If **General Risk** (general activity nature) a Volunteer Information form is needed.

This ministry position description generally reflects the Parish Social Ministries Coordinator currently practiced at _____ Parish .

Parish Volunteer Screening Committee

Pastor

Date

Adaptation by the Diocese of Charlottetown May, 2010