

# Archivist Ministry Role Descriptor

St. Philip Church & St. Clare Mission  
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Archivist (volunteer)
Groups served by this ministry	The parish; people with archive inquiries
Length of term	3 years (renewable)
Purpose of the role(s)	Management of the parish archive and access to its records
Activities and responsibilities	<ul style="list-style-type: none"> <li>Record parish baptisms, confirmations and weddings</li> <li>Prepare and process forms required for mailing</li> <li>File sacramental forms under proper categories</li> <li>Respond to and handle requests for research</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>Follows parish protocols for security and archives</li> <li>Maintain strict confidentiality</li> </ul>
Descriptor scope ( <i>check one</i> )	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>Knowledge of office procedures and software, and research</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>Good team player</li> <li>Persistent</li> <li>Interested in historical artifacts</li> <li>Committed to the care of old and authentic documents</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>Training in parish protocols and archive practices, including the province of Ontario's <i>Freedom of Information and Protection of Privacy Act</i> (given by the previous archivist)</li> <li>Receiving a copy of this ministry role descriptor</li> <li>Responsible Ministry training and handout</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>Parish office administrator and the pastor</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>Climbing stairs, desk work, lifting boxes, dusty conditions</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>Satisfaction in performing a key function in administration of the parish</li> </ul>
Level of sensitivity ( <i>check one</i> )	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High
Screening measures  (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> <li>Completion of a volunteer information form is required.</li> <li>Personal reference checks are required.</li> <li>Interview and police record check.</li> <li>Training and orientation are required.</li> <li>There will be supervision and periodic evaluation, as needed.</li> </ol>