

Responsible Ministry Committee
Ministry Role Descriptor

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

Name of ministry and role(s)	Responsible Ministry committee
Groups served by this ministry	The parish
Length of term	3 years (renewable)
Purpose of the role(s)	Maintain and ensure the operation of the parish responsible ministry program
Activities and responsibilities	<ul style="list-style-type: none"> • Maintain and operate the program, as set out in archdiocesan and parish documents • Maintain contact with relevant archdiocesan officials • Manage volunteer data • Provide responsible ministry training for parishioners • Manage and supervise those involved in the responsible ministry role of telephone reference check solicitor
Constraints	<ul style="list-style-type: none"> • Maintain confidentiality information • This role does not deal with the results of police record checks, which are instead handled by the pastor and a witness • The pastor is the committee's director
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"> • Organization, presentation and follow-through skills
Personal traits desired	<ul style="list-style-type: none"> • Patience, understanding, determination and perseverance, honesty and integrity, confidentiality, interpersonal skills
Orientation and training	<ul style="list-style-type: none"> • Assistance from previous or current committee members, the pastor, and officials with the archdiocese involved in responsible ministry • Receiving a copy of this ministry role descriptor • Responsible Ministry training and handout • Reviewing all archdiocesan and parish responsible ministry documents
Support, supervision and evaluation	<ul style="list-style-type: none"> • Provided by the pastor, and archdiocese officials
Working conditions	<ul style="list-style-type: none"> • Work is mostly done at home, with meetings held in a convenient place • Use of a computer with e-mail is important
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction of providing a safe and secure environment for the parish's volunteers, and those served by our volunteer programs

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Level of sensitivity <i>(check one)</i>	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none">1. Completion of a volunteer information form is required.2. Personal reference checks are required.3. Training and orientation are required.4. There will be supervision and periodic evaluation, as needed.