

200th Anniversary Committee
Ministry Role Descriptor

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

Name of ministry and role(s)	200 th Anniversary Committee members
Groups served by this ministry	Adult parishioners, general public, diocese
Length of term	Until 2019
Purpose of the role(s)	Help plan the 200 th anniversary of the oldest parish in the Ottawa Diocese, St. Philip's Church in Richmond
Activities and responsibilities	<ul style="list-style-type: none"> • Review and develop plans and strategies for celebrating the anniversary • Develop project plans for approved projects • Ensure projects are carried out
Constraints	<ul style="list-style-type: none"> • Meet and plan on a regular basis • Provide project proposals to the parish pastoral council (PPC) and temporal affairs council (TAC) for approval
Descriptor scope <i>(check one)</i>	<input type="checkbox"/> Common <input checked="" type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • creative • well organized • motivated to succeed • ability to work with a team
Personal traits desired	<ul style="list-style-type: none"> • honesty • integrity • highly developed sense of responsibility • cooperative
Orientation and training	<ul style="list-style-type: none"> • Receive a copy of this ministry role descriptor • Responsible Ministry training and handout
Support, supervision and evaluation	The committee is accountable to both the TAC and PPC and will report to these groups as required for decisions
Working conditions	Meeting in comfortable meeting rooms
Benefits to role participants	<ul style="list-style-type: none"> • Sense of accomplishment for the parish • Showcase the church and parish • Sense of gratitude for parish life over the years
Level of sensitivity <i>(check one)</i>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures <small>(Per the parish 'Responsible Ministry Program' document.)</small>	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Training and orientation are required. 3. There will be supervision and opportunity to give and receive feedback.