

Diocese of Peterborough

Listing of Position Descriptions for those in Low Trust Positions Designated as Low Risk

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Low Risk Page	

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Baptism Preparation
Accountability	Pastor or Parish Team
Purpose of Ministry	To provide instruction and hospitality to parents for the baptism of their children
Participant Group	Parents of children to be baptized
Activities and Responsibilities	To meet with parents for one evening in the parish meeting room To provide audio presentations or other materials required and to be responsible for equipment To provide assistance to parents at the baptism
Skills and Qualifications Required	Baptized and practicing Catholic Knowledge of the Rite of Baptism of Children Ability to speak to parents about their faith and the desire to raise their children in faith Good interpersonal skills
Time commitment Duration	One evening and one Sunday afternoon per month 2 years, renewable
Orientation Training	Provide by the pastor and Diocesan workshops
Support Supervision Evaluation	Pastor or parish team Pastor or Parish team
Risk Assessment	Low risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____ Comments: _____ _____ Parish Screening Committee Member: _____ Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Catholic Women's League Executive Members
Accountability	Pastor/Parish Team
Purpose of Ministry	Members of a National Organization rooted in gospel values calling its members to holiness through service to the people of God
Participant Group	Adult (16 yrs plus) women of the parish
Activities and Responsibilities	Meet regularly for spiritual development and planning the work of the Council Provide social and spiritual activities for the women of the parish May fundraise for the parish and charitable causes Support parish initiatives
Skills and Qualifications Required	Youth & women over the age of 16 Membership in the Catholic Women's League Follow the league constitution and guidelines Attend monthly meetings
Time commitment Duration	2 hours or more per month for activities Additional hours for meetings Executive is elected for 2 year terms General membership is renewed annually
Orientation Training	Provided by parish team, president and League guidelines Opportunities to receive training for diocesan, provincial and national positions
Support Supervision Evaluation	Pastor/Parish team, Past president, Diocesan, Provincial & National Executives Pastor/Parish team Presidents
Risk Assessment	Parish Executive Members – Low Catholic Girl's League Leader – High Signing Officers – High (Parish, Diocesan & Provincial)
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1&4 Orientation and training
<p>Date Reviewed: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

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Name of Parish:

Name of Group/ Ministry	Cemetery Board
Accountability	Pastor, Parishioners, Estates of those interred
Purpose of Ministry	To ensure ongoing quality care for the church cemetery To provide ongoing safety and security by adhering to the appropriate guidelines and regulations.
Participant Group	Parishioners and people involved in interment
Activities and Responsibilities	Be knowledgeable about and follow the Cemetery Act, Diocesan policies, procedures and provincial rules and regulations regarding cemetery security, safety and interment Organize fundraising events to cover cemetery expenses as needed Make decisions regarding maintenance and repair of tombstones, perimeter fences and entries; grounds keeping, etc. Determine the price of new cemetery plots Organize the annual prayer meeting in the cemetery Work with the caretaker to ensure that the cemetery is in compliance with the rules and regulations of the Cemetery Act and any other regulations that affect it Participation in a;;discussions and activities related to: <ol style="list-style-type: none"> 1. Cemetery cleanup 2. Fundraising events to cover the cemetery expenses 3. Decisions regarding maintenance and repair of tombstones 4. Decisions concerning perimeter fencing and entries; grounds keeping, etc. 5. Setting the price of new cemetery plots 6. Organizing the annual prayer meeting in the cemetery
Skills and Qualifications	A member of the parish community Interest in church community heritage and the governing regulations Able to communicate and organize effectively Dependable and able to maintain confidentiality Able to work as part of a team
Time commitment Duration	3 to 4 hours per month, more at times of special events 2 year term, renewable
Orientation Training	Provided by the Pastor and the Regulatory Guidelines Following appointment
Support Supervision Evaluation	For Secretary Treasurer, Pastor and President For President, Pastor By Pastor President annually

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Risk Assessment Screening Procedures	Low for other Board Members (non signing authorities) Provide a volunteer position description form Fill out pre-printed yellow form Pages 1&4 Orientation and training Supervisory checks
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Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Extra Ordinary Minister of the Eucharist
Accountability	Parish team
Purpose of Ministry	To assist with the distribution of the Eucharist at liturgies.
Participant Group	Parish congregation during Mass
Activities and Responsibilities	Assist with the distribution of the Eucharist at liturgies Follow Eucharistic Ministers Guidelines Find a replacement to fill position if unavailable Demonstrate a respectful dress code Attend orientation programs available
Skills and Qualifications Required	Practicing Catholic At least 16 years of age Living in harmony with the Gospel and Church teaching Dependable
Time commitment Duration	At least one- two Masses per month as per schedule 3 year term renewable
Orientation Training	Provided by the parish team At the start of duties and once per year
Support Supervision Evaluation	Pastor/Ministry Leader Pastor
Risk Assessment	Low risk
Screening Procedures	Provide a position description form Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Gift Bearers
Accountability	Pastor and Ministry Coordinator
Purpose of Ministry	Participation in the Eucharist by presenting the gifts at the offertory
Participant Group	Parish
Activities and Responsibilities	Attend Mass as per schedule Present gifts during offertory Inform coordinator if unable to attend
Skills and Qualifications Required	Member of the parish in good standing
Time commitment	Mass as per schedule
Duration	Not applicable
Orientation Training	As per instructions from Pastor or Ministry Coordinator
Support Supervision Evaluation	Pastor and Ministry Coordinator Not applicable Not applicable
Risk Assessment	Low risk
Screening Procedures	Provide a Position description Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Gift Bearers Coordinator
Accountability	Pastor or Parish team
Purpose of Ministry	Schedule volunteers to present the Gifts at Mass
Participant Group	Gift bearer volunteers
Activities and Responsibilities	Prepare a schedule several times a year and distribute to volunteers Contact volunteers if there is a scheduling problem or changes Provide written instructions for the volunteers with the proper procedure Recruitment of new volunteers as needed
Skills and Qualifications Required	Good communication and organizational skills Dependability
Time commitment Duration	As required to prepare and distribute a schedule several times a year Occasional meetings with pastor and recruitment Annually
Orientation Training	Provided by pastor
Support Supervision Evaluation	Parish team Not applicable By pastor or parish team
Risk Assessment	Low
Screening Procedures	Provide a Position Description form Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish: _____

Name of Group/ Ministry	Lector (Ministers of the Word)
Accountability	Pastor, Parish team
Purpose of Ministry	To proclaim the word of God and reading petitions at the liturgies and Mass
Participant Group	Parish congregation
Activities and Responsibilities	Proclaim the Word of God at Sunday Liturgies as per schedule Attend workshops and training sessions as necessary Find replacement to fill position if unavailable
Skills and Qualifications Required	Baptized, practicing Catholic Dependability Ability to proclaim the Word of God effectively and clearly in church.
Time commitment	Lector at Mass 1-2 times per month, as per schedule 2 hour training sessions once per year
Duration	3 year term, renewable
Orientation Training	Pastor, Parish team or coordinator By coordinator and diocesan workshops
Support Supervision Evaluation	Pastor and coordinator Pastor and coordinator Annual review
Risk Assessment	Low risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Liturgy Committee Member
Accountability	Pastor or Parish team
Purpose of Ministry	To prepare and evaluate all liturgical celebrations in the parish
Participant Group	Adults
Activities and Responsibilities	To prepare and evaluate all liturgical celebrations in the parish and to ensure all that is required for liturgical celebration is on hand
Skills and Qualifications Required	Baptized, practicing Catholic Knowledge of the liturgy Good communication and organizational skills
Time commitment Duration	Approximately 6 meetings a year, 1- 2 hours in length and other tasks as assigned
Orientation Training	Provided by the Pastor and diocesan formation workshops
Support Supervision Evaluation	Pastor or Parish team
Risk Assessment	Low risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1&4

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Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Marriage Preparation
Accountability	Pastor/Parish Team and Coordinator
Purpose of Ministry	Prepare engaged couples for Marriage
Participant Group	Engaged couples to be married
Activities and Responsibilities	Assist and mentor engaged couples Present the various issues of marriage Discuss intimacy issues Discuss the Sacramental aspects of marriage Discuss the life of a married couple
Skills and Qualifications Required	Married couples who are practicing Catholics and/or familiar with Catholic doctrine and practices Work well with spouse and other couples Good communication, interpersonal and organizational skills
Time commitment Duration	2 hours a week for 6 weeks or a full weekend 3 Years
Orientation Training	Provided by coordinator and parish team
Support Supervision Evaluation	Parish team and coordinator Parish team and coordinator Review annually
Risk Assessment	Low Risk
Screening Procedures	Provide a position Description Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Group/ Ministry	Musician/Choir Member
Accountability	Pastor and Music Coordinator
Purpose of Ministry	To sing or play instruments at Sunday Mass and other liturgical celebrations
Participant Group	The parish congregation during Mass and other liturgical celebrations
Activities and Responsibilities	To sing at Sunday Mass and other liturgical celebrations as required and to participate in weekly rehearsals.
Skills and Qualifications Required	Ability to sing or play an instrument A desire to provide musical leadership in parish liturgies Knowledge of the liturgy Good interpersonal skills Good team member
Time commitment Duration	Three hours per week and as needed for additional liturgies Two years, renewable
Orientation Training	Provided by Music Coordinator Provided by Music Coordinator or choir leader
Support Supervision Evaluation	Pastor, Music coordinator and choir leader Pastor, Music coordinator and choir leader Pastor, Music coordinator and choir leader
Risk Assessment	Low risk
Screening Procedures	Provide a Position Description Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Parish/School Liaison Volunteer
Accountability	To the Pastor
Purpose of Ministry	To update the pastor of relevant school activities To coordinate process of First Communion, First Confessions and Confirmations To discuss with school staff how the parish and the school staff may encourage students and parents to participate at parish liturgies.
Participant Group	School Parent Council
Activities and Responsibilities	To attend the meetings of the school/parent council To present the concerns of the parish to the council
Skills and Qualifications Required	Practicing Catholic At least 16 years of age Ability to communicate between the parish and the school Dependable
Time commitment Duration	Monthly meeting of the Parent/school Council Meetings with Pastoral Council on a needs basis 3 year term renewable
Orientation Training	Provided by the pastor and the parent/school council
Support Supervision Evaluation	Pastor
Risk Assessment	Low risk
Screening Procedures	Provide a position description form Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Sacristan and/or Sacristy Team Member
Accountability	Pastor, Sacristan or Sacristy team
Purpose of Ministry	To clean and prepare the church and chapel for liturgical celebrations
Participant Group	Parish
Activities and Responsibilities	To clean and prepare the church and chapel for liturgical celebrations and assist with decorating the church for special celebrations
Skills and Qualifications Required	Interpersonal skills Dependability
Time commitment	Two hours each week and other times as required
Duration	Not applicable
Orientation Training	Provided by the Pastor or Sacristy Team
Support Supervision Evaluation	Pastor, Sacristan or Sacristy Team Pastor or Sacristan Pastor
Risk Assessment	Low Risk
Screening Procedures	Provide a position description Fill out pre-printed yellow form Pages 1&4

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Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	Ushers
Accountability	Parish team
Purpose of Ministry	To help keep the parishioners organized during Mass
Participant Group	Parish congregation during Mass
Activities and Responsibilities	Seat people when church is becoming full Guide people to Communion Collect donations Organize the offertory procession Distribute the bulletin
Skills and Qualifications Required	Good interpersonal skills Patience Follow dress code
Time commitment Duration	One Mass per week as per schedule Not applicable
Orientation Training	Provided by the parish team At the start of duties and once per year
Support Supervision Evaluation	Pastor/Parish team Not applicable Not applicable
Risk Assessment	Low risk
Screening Procedures	Provide a position description form Fill out pre-printed yellow form Pages 1&4

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____

Diocese of Peterborough

Name of Parish:

Name of Group/ Ministry	
Accountability	
Purpose of Ministry	
Participant Group	
Activities and Responsibilities	
Skills and Qualifications Required	
Time commitment Duration	
Orientation Training	
Support Supervision Evaluation	
Risk Assessment Screening Procedures	

Date Reviewed: _____

Comments: _____

Parish Screening Committee Member: _____

Pastor: _____