

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

<b>Medium Risk Page 1</b>	<b>List of Medium Risk Position Descriptions</b>
<b>Medium Risk Page 2</b>	<b>Parish Finance/Administration Committee</b>
<b>Medium Risk Page 3</b>	<b>Parish Pastoral Council</b>
<b>Medium Risk Page</b>	

## Diocese of Peterborough

---

**Name of Parish:**

Name of Group/ Ministry	<b>Parish Finance/Administrative Committee</b>
Accountability	Pastor
Purpose of Ministry	
Participant Group	Parish
Activities and Responsibilities	Assist the pastor in the preparation of the annual budget for distribution in the parish Review annual financial reports, that are made to the Chancery Study parish revenues and make recommendations to the pastor for maintaining or increasing revenues Recommend financial policies for the parish, in keeping with the policies of the diocesan finance and legal offices Provide consultation on the financial feasibility and projected resources to support parish projects Attend meetings and orientations and to keep information confidential
Skills and Qualifications Required	Financial, administration or accounting skills Honesty and confidentiality Good communications, interpersonal and organizational skills Able to work as part of a team
Time commitment Duration	6, 2 hour meetings annually 2 year term, renewable
Orientation Training	Provided by the Pastor and the Diocesan Guidelines Following appointment
Support Supervision Evaluation	Pastor and Diocesan Finance Office Pastor By Pastor annually
Risk Assessment Screening Procedures	Medium Provide a volunteer position description form Fill out pre-printed yellow form (No Police Check Required) Interview References checked Orientation and training Supervisory checks

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

# Diocese of Peterborough

---

**Name of Parish:**

Name of Group/ Ministry	<b>Parish Pastoral Council</b>
Accountability	Pastor
Purpose of Ministry	To provide advice to the pastor on the needs of the parish, ministries within the parish, parish events and activities.
Participant Group	The parish
Activities and Responsibilities	Provide input and advise on all aspects of parish life to the Pastor Make recommendations that will improve the parish Attend scheduled meetings and activities planned by the council Maintain confidentiality of issues and meetings Must read and become familiar with the constitution
Skills and Qualifications Required	Must be elected by the parish or appointed by the pastor
Time commitment Duration	2 hours, 8 times per year for meetings plus additional time for planned activities Elected members -3-year term Appointed members-1 year term renewable to 3 years
Orientation Training	Provided at first meeting New members provided with copies of the constitution
Support Supervision Evaluation	Pastor Pastor By pastor
Risk Assessment	Medium
Screening Procedures	Provide a position description form Fill out pre-printed yellow form (No Police Check Required)  Interview Reference check Orientation and training

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: _____