



Ministry Position: Parish Re-Opening Committee Member

Date Last Reviewed: June 2020

◆ Position Overview

The Parish Re-Opening Committee will work with the Pastor to ensure a safe, ordered re-opening of the parish after closure due to COVID-19. Committee Members are responsible for organizing different parts of the re-opening efforts, including relevant communications, as well as new ushering and liturgical practices. The Re-Opening Committee will ensure that parish re-opening efforts align with Archdiocesan and Public Health guidelines.

◆ Activities/Responsibilities

- Collaborate with the Pastor and relevant Ministry Leaders to develop and oversee the re-opening of the parish
- Assess the needs of the parish to facilitate re-opening efforts, including the need for volunteers and equipment
- Develop and implement a communication strategy to keep parishioners informed about the stages of parish re-opening
- Use archdiocesan guidelines to develop a plan for maintaining social/physical distancing guidelines, in conjunction with ministry leaders in charge of liturgical environment planning and liturgical hospitality

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

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| Other specifics: |
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◆ Skills, Experience and Qualifications

- Registered with the parish, and in good standing with the Church
- Must be at least 18 years of age
- Active participant in the parish community
- Recognized within the parish community as a person of good reputation.



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- Demonstrates an understanding of the distinctive characteristics of the parish, its ministries and its people
- Skilled in collaboration, interpersonal communication and public relations
- Previous Committee experience is an asset
- Social media competence is an asset

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, trustworthy and enthusiastic
- Able to communicate well with others
- Strong organizational skills, with the ability to delegate
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

◆ **Screening Requirements**

This is a General Risk position.

- Completion of a Volunteer Application Form is required.
- Training and orientation are required.
- There will be supervision and periodic evaluations.

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Archdiocesan re-opening guidelines provided to each Parish.

◆ **Participant Group**

Parishioners, Ministry Leaders/Coordinators

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team are the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- The parish will provide Personal Protective Equipment (PPE), as necessary for in-person activities
- Will directly contribute to the health and social well-being of the parish community



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- Will further develop relational skills.
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Parish Re-Opening Committee Member** currently practised at, **Click here to enter Parish name.**

Pastor's Signature

(Click here to enter the
Pastor's name)

**Parish Volunteer Screening
Coordinator's Signature**

(Click here to enter the
Coordinator's name)

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department