

**ST. GABRIEL THE ARCHANGEL PARISH
COMMUNICATION VOLUNTEER NEEDED**



Volunteer Position Description

OVERVIEW

Accountable to the Pastor and the Parish, the Building Committee assists the Pastor in ministering to the people. It is an advisory body that helps the Pastor to discern the parish needs and assists in implementing plans to meet the needs of the Parish and Diocese. The Council helps the pastor guide the parish towards fulfilling the mission of the Church in its call to stewardship and evangelization.

RESPONSIBILITIES

- Collaborate with the Pastor in developing and reviewing the pastoral plan for the parish
- Assist parish ministries in the implementation of the pastoral plan for the parish
- Attend Building Committee meetings as scheduled by the Chairperson and Pastor
- Participates in parish or diocesan training for this ministry as it is available
- Participates in subcommittees or other activities as needed to support the work of the Committee
- Has an ongoing and open dialogue with parishioners and parish ministries to assess their perspectives regarding the pastoral needs of the parish community
- Prepares to consider the role of Chairperson if needed
- Observes discretion in the confidential matters arising from Council discussions

QUALIFICATIONS

- Must be at least 18 years of age and an active participant in parish worship and life
- Is recognized within the parish community as a prayerful person of good reputation
- Has a commitment to the universal Church as expressed in its teaching
- Should be skilled in collaboration, interpersonal communication and group process
- Understands how the parish participates in the vision and mission of the Church
- Understands the distinctive characteristics of the parish, its ministries and its people
- Other assets include studies in theology, Church history or ministry formation
- Honest, dependable, able to attend meetings and to maintains strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum

TERM

A person appointed as a member of the Building Committee holds office for a three-year term from the date he/she is appointed. A member of the Council may be reappointed for a second three-year term.

COMMITTMENT

Committee meetings are the first Tuesday of the month

SAFE ENVIRONMENT

All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'Medium' risk due to Committee Members having access to confidential parish information and at times, information concerning ministries, staff and parishioners. In support of the Safe Environment Program, you will be required to obtain or complete the following in order to participate on the Committee:

Complete a Volunteer Information Form

Participate in an interview with the Pastor and Building Committee Chair

Provide a minimum of two references

Provide a Vulnerable Sector Police Information Check (VSPIC)

Complete Praesidium *Sexual Abuse Prevention* online training modules

Agree to adhere to the Diocesan Model Code of Conduct

Please contact Father James at 403 455 01 96