
ORDINARY Risk

Choir Member (singer or musician)

The choir plays a big role in Liturgy of a parish. Members of the choir, by their voices and interpretation of proper religious songs, help and encourage active participation of a congregation during liturgical celebrations.

Choir Director

The choir director will not only direct the choir's members and musicians, but should strive to encourage active participation of the community in the singing of the celebrations hymns and songs.

Reader

The reader serves the liturgical assembly by proclaiming Sacred Scripture during the liturgy of the Word at mass and at other liturgical celebrations. The proclamation of the Word of God, done with clarity and reverence, brings people into a redeeming and transforming relationship with Jesus Christ, the true Word of God.

Liturgy Committee Member

Members of the Liturgy Committee work with the parish priest to assure that the liturgical life of the parish is upheld, by organising and preparing the church for mass and other celebrations with decorations and other ways of presenting the Word of God to all.

Management Council Member

The Management Council is a lay advisory body created to advise the parish priest in matters relating to the financial affairs of the parish.

Pastoral Council Member

The Pastoral Council of the parish is a group of laymen created to maintain the pastoral aspect in the parish. These members deal with all aspects of the teaching and mission of the Church to the community.

Minister of Communion

The ministers of communion serve the Eucharistic life of the community by helping the parish priest during the communion rite for the sharing of the Eucharistic Body and Blood of Christ.

Collections Officer

The contributions to the collections of the Mass helps the parish to help those in need, but also helps towards the running costs of the parish and the diocese. The collection officer presents the option to the parishioners at Mass to contribute to the functioning of the community and then presents the offerings of the people to the parish priest before the Eucharist.

Altar Servers' Coordinator (adults)

The coordinator of the altar servants supervises, manages, trains and organizes the altar servants to fulfill their ministry.

Sacristan

The Mass is the central prayer and liturgical activity of the Catholic community of faith. The sacristan assiduously assists the parish priest with the preparations for mass. The sacristan cares for the liturgical times of the celebration (for example, organizing liturgical books for mass, organizing the celebrant's clothes, ensuring that the burettes of the liturgy water and wine are prepared, provide the bowl of water and a towel for handwashing, provide the key to the tabernacle, provide the chalices, ciborium and all other necessary items).

Altar Server

The altar servant helps the members of the liturgical assembly by presenting or organizing the vases and other accessories used in the celebrations. His respectful and efficient service allows other ministers to perform their own roles in the proper calm, order and protocol. The altar servers also offer a model of good liturgical participation.

HIGH Risk – VULNERABLE SECTOR

With MINORS

Catechist

Catechesis plays an indispensable role in the path of Christian initiation. It allows children of age to learn Christian life and prepare for their sacraments. Under the direction of the catechesis coordinator, catechists seek to give children a knowledge of the doctrine and precepts of Christian life by following programs tailored to the age levels of the young.

Assistant-Catechist

Catechesis plays an indispensable role in the path of Christian initiation. It allows children of age to learn Christian life and prepare for their sacraments. The catechist assistants assist the catechists during the sessions by offering help to young people during DIY projects or by supervising the young people to keep order in the classroom.

Catechesis Hall Monitor

Catechesis plays an indispensable role in the path of Christian initiation. It allows children of age to learn Christian life and prepare for their sacraments. During the catechetical sessions in the absence of sufficient volunteers, a site supervisor walks between the open classes to monitor the activities that take place in the classroom and fills the need for ratios.

Catechesis Coordinator

Catechesis or Christian Initiation is destined to those who wish to learn about the Church and Christian life. For children of appropriate age, the RCIA program is adapted to help them better understand. Under the direction of the parish priest, the catechesis coordinator manages all teaching and implementation of the Christian Initiation process.

Volunteer – Children’s Liturgy

Children’s Liturgy of the Word volunteers assist in the presentation of the Liturgy of the Word to children. This version of the Liturgy of the Word is adapted for youth and allows young people to better understand the teachings and prepare them to celebrate the Word of God with the congregation. Liturgy of the Word sessions for children allows for questions and answers regarding the readings of the Sunday Mass.

Coordinator – Children’s Liturgy

The Children’s Liturgy of the Word Coordinator supervises the parish’s Liturgy of the Word program for children. This version of the Liturgy of the Word is adapted for youth and allows young people to better understand the teachings and prepare them to celebrate the Word of God with the congregation. Liturgy of the Word sessions for children allows for questions and answers regarding the readings of the Sunday Mass.

Volunteer (Responsible individual) – RCIA Team (Youth)

Christian Initiation may begin at any age. The process allows for those seeking Faith to live as better Christians all while preparing themselves to receive their Sacraments (First Reconciliation, First Eucharist and Confirmation). The direct involvement of the members of the RCIA team with the daily lives and evangelical learning of participants distinguishes from other forms of teaching within the Church. Volunteers strive to teach participants, both young and old, about Catholic doctrine and provide a broad vision of life as a Christian.

Volunteer – Youth Ministry

Youth Ministry volunteers strive to develop and reinforce leadership skills, community involvement, self-confidence and a sense of justice and spiritual maturity throughout the parish’s youth population. Under the direction of the team coordinator, members of the youth ministry team work to create and implement various youth-driven programs and services in the parish.

Coordinator – Youth Ministry

Youth ministry strives to develop and reinforce leadership skills, community involvement, self-confidence and a sense of justice and spiritual maturity throughout the parish’s youth population. Under the direction of the parish priest, the youth ministry coordinator is responsible for implementing various youth-driven programs and services in the parish. The coordinator works with the ministries volunteers and the parish’s youth by being the leader of the various sessions and events offered by the ministry.

Volunteer – Youth Choir

Songs play a very important role in the liturgy. Volunteer members of the youth choir encourage young people to participate actively in this liturgy by sharing the performance of the music and encouraging the participation of young people in singing.

Director – Youth Choir

The director of the youth choir conducts the young choristers and together with the musicians encourages the active participation of the young people in the parish community by the chanting of the liturgy.

Volunteer – Youth Servers Guild

This volunteer works under the direction of the youth service manager to train the young altar servers and helps in the spiritual growth of these youths.

Coordinator – Youth Servers Guild

The youth servant supervises, manages, trains and organizes young altar servants to carry out their ministry. The leader has a significant impact on the spiritual growth of the youth while expressing his faith by fulfilling his functions as an altar.

Volunteer – Sacramental Preparation Team

The sacraments of the first reconciliation, First Communion and Confirmation are public celebrations of the Catholic faith and are of the utmost importance in the life of the Church. The volunteers of the preparation team of the sacraments share the teaching of the Church on the sacraments by preparing the meeting leading to the preparation sessions and offering hospitality and a welcoming environment. Members of the sacrament preparation team demonstrate a love for the Church, an understanding of the sacraments and embody the importance of hospitality.

With VULNERABLE INDIVIDUALS

Volunteer – Welcome or Outreach Team

A volunteer involved in the welcome or outreach program of a parish understands the need for every person living in the community, including new members or those in need, to feel a sense of belonging. Members of this team, under the directions of the team coordinator, work towards creating a friendly and welcoming community for all. Services offered vary from meet-and-greets, to community soup kitchens or meal delivery service and more.

Coordinator – Welcome or Outreach Team

Under the direction of the parish priest, the welcome or outreach team coordinator is responsible for the management and supervision of the volunteers involved in the welcome or outreach program, including such areas as the kitchen help, servers and home delivery volunteers.

Extraordinary Minister of Communion

The missionary call of Christians is a fundamental element of the Catholic religion; the mission can take a Christian on a pilgrimage far from their home or sometimes much closer to home. The extraordinary minister of communion responds to this missionary call by bringing the Communion to share the Eucharistic Body and Blood of Christ with parishioners confined to their homes or in institutions.

Coordinator – Extraordinary Minister of Communion

The head of the extraordinary communion ministers, under the direction of the parish priest, organizes and manages the communion to homes and institutions and ensures that this ministry remains respectful and executed in a safe manner.

Volunteer – Visits to the sick

The missionary call of Christians is a fundamental element of the Catholic religion; the mission can take a Christian on a pilgrimage far from their home or sometimes much closer to home. The lay pastoral visitor responds to this missionary call by making regular visits to parishioners confined to their homes or institutions.

Coordinator – Visits to the sick

The head of the communion ministers, under the direction of the parish priest, is responsible for organizing and training the volunteers involved in this ministry and ensuring that they do their regular scheduled visits

Volunteer – Bereavement Team

Members of the bereavement team provide support to grieving people. Each member may participate in the ministry of consolation, whose goal is to take care of the dying and to comfort all those who deplore a loss.

Coordinator – Bereavement Team

Under the direction of the parish priest, the bereaved team leader is responsible for the management and supervision of the bereaved program volunteers and the setting of goals reflecting the needs of the parish. The purpose of this ministry is to provide support to those in mourning.

In GENERAL

Parish Key Holder

All the activities and programs of the parish, from Mass, to catechesis, bingo evenings and others, require preparation. This preparation takes time and often volunteers need access to the buildings and the church property outside the usual hours. To do this, trusted people can have the keys of the parish. The key holders are available to open the doors to others or to access the premises themselves for various preparations or events.

Volunteer - Responsible for the Elevator

In our communities, many people no longer have the capacity to move freely and a parish can respond to this situation by installing elevators or electric chairlifts. The manager operates these facilities to help these people, often in the vulnerable sector, such as elderly or sick people or families with young children.

Volunteer Driver

A volunteer driver may help parishioners in need of transportation within parish limits or may offer transportation outside parish limits for participants involved in various parish programs or activities.

Volunteer – Maintenance or Custodial Duties

Under the supervision of the parish priest, the person in charge of the maintenance manages the maintenance and the cleanliness of the buildings and the property of the parish. He / she ensures that church buildings and property do not pose a risk to parish staff, parishioners and visitors.

Volunteer – Guard or Area Monitor

The guard or monitor assures every person attending a parish program or event is safe. The guard must also assure that all parish property and buildings are in good conditions and present not safety risks for parish staff, volunteers, parishioners or visitors.

Parish Policy Coordinator

The parish policy coordinator works with the parish priest, the parish's policy committee and the diocesan policy coordinator to assure that the diocesan policy is managed properly within the parish. The coordinator must also assure that all volunteer documents are properly completed and stored according to policy requirements.

Parish Policy Committee Member

The Parish Policy Committee monitors volunteers in the parish and ensures that all reports and documents are given to the Parish Policy Coordinator to maintain the screening process for volunteers.

Volunteer Secretary

Under the direction of the parish secretary or parish priest, the volunteer administrative assistant of the parish helps with related administrative duties such as filing, data entry, reception, etc., as required.

HIGH Risk – FINANCE SECTOR

Volunteer – Money Counter

Under the direction of a coordinator, volunteer money counters count and record all daily/weekly collections and moneys. The money counting team must consist of a minimum of three (3) people. Confidentiality and discretion are safety measures that must be observed for the safety of the volunteers, the employees and the parish. A volunteer money counter may be invited to act as the group coordinator.

Coordinator – Money Counter

Under the supervision of the parish priest, the money meter coordinator is responsible for the accurate and timely evaluation of the weekly and special recipes of the parish in accordance with the procedures established by the Parish Management Council.

Signing Officer of Parish Accounts

The signer of the parish's checks / accounts is often one of the members of the Board of Management. The signing officer is a person recognized by the Diocese and the financial institution of the parish as a person with the necessary authorizations to sign on the parish's financial workings.