



**Ministry Position: Parish Office Assistant Volunteer**

**Date Last Reviewed: July 2019**

**◆ Position Overview**

Under the direction of the Parish Secretary and/or Office Administrator, the Office Assistant Volunteer assists the office secretary and/or staff in related duties such as filing, data entry, relief reception, etc. as required.

**◆ Activities/Responsibilities**

- Answer the telephone and record messages; prepare mailings and correspondence
- Return telephone calls, type letters, and other duties as requested by the Pastor
- Proofread and make copies of the prepared parish bulletin when necessary
- Assist the Pastor with support in review of financial documents as needed
- Take Mass requests and issue Mass cards
- May be asked to issue church related Certificates
- Perform data entry, filing, photocopying etc.
- Assist office staff and Pastor with other related duties as requested
- Maintain strict confidentiality concerning all information and matters related to this ministry

**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.**

<b>Other specifics:</b>
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**◆ Skills, Experience and Qualifications**

- An active participant in parish worship
- Has a good grammar, reading, writing and communication skill
- Has the ability to work with others as a team
- Possesses a good knowledge of computers and is comfortable using Microsoft Word, Excel and Publisher



## Archdiocese of Toronto

- Possesses a basic understanding of office procedures and is familiar with the Church environment

### ◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Professional, courteous, helpful, and has a generally pleasant manner with others
- Honest, trustworthy, respectful and enthusiastic
- Able to communicate well with others
- Has the ability to work independently or as part of a team.
- Maintains strict confidentiality of all information received and/or discussed while on duty

### ◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

### ◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

### ◆ **Participant Group**

Parishioners.

### ◆ **Support, Supervision and Evaluation**

The Pastor, Parish Secretary and/or Office Administrator are the first level of support, supervision and evaluation.

### ◆ **Length of Ministry Appointment**

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



Archdiocese  
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◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the community.
- Will further develop relational skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- 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 Office Assistant Volunteer** currently practised at,  
\_\_\_\_\_ Parish.

**Pastor's Signature**

PASTOR NAME

**Parish Volunteer Screening  
Coordinator's Signature**

COORDINATOR NAME

**Date**

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**