

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

RC DIOCESE OF CALGARY

Legion of Mary Coordinator

Overview

The object of the Legion of Mary is the glory of God through the holiness of its members developed by prayer and active co-operation in Mary's and the Church's work.

The Legion sees as its priority the spiritual and social welfare of each individual. The members participate in the life of the parish through visitation of families, the sick, both in their homes and in hospitals and through collaboration in every apostolic and missionary undertaking sponsored by the parish.

Activities/Responsibilities:

- Responsible for the recruiting, training, supervision, evaluation and managing of the Legion of Mary members.
- Maintains contact lists of members and submits changes to the PVSC
- Is familiar with the Legion of Mary Handbook
- Ensures that the official exposition of the Legion is carried out in all its detail.
- Notifies Legion of Mary members when they are drawing close to the end of their probationary period and arranges for the taking of the Promise.
- Plans and facilitates weekly meetings of members
- Plans and facilitates activities of members
- Liaises with the Pastor regarding the apostolic needs of the Parish where the Legion of Mary can assist.
- Liaises and communicates with other Praesidia of the Legion of Mary provincially.
- Attends meetings of Parish Ministry Coordinators as required.

Skills, Experience, Personal Traits and Qualifications

- Has been a long time member of the Legion of Mary
- Has management planning and organizational skills
- Is able to relate well with others.
- Is an active participant in parish worship.
- Desires to serve the community and to commit time and talents to this ministry.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Screening Checklist for this High Risk position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation; Completion of on-line training program for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____

Rev. February 2013