

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities
RC DIOCESE OF CALGARY

Maintenance Committee Coordinator

Overview

The Maintenance Committee is involved in the structural maintenance of St. Patrick's Church and property. Reporting directly to the Pastor, the committee advises and is involved in the building, tearing down, rebuilding of any parts of the ecclesiastical Church and makes repairs or improvements on any of the Church's property.

Activities/Responsibilities

- Responds to requests from the Pastor on any structural or material needs of the Church.
- Responsible for managing members on the committee
- Maintains contact lists of members and submits changes to the PVSC
- Plans and facilitates meetings of the committee as required.
- Coordinates the activity and involvement of committee members
- Solicits quotations for work needing to be done in the parish.
- Prepares reports for the Parish Finance Council and Pastoral Council about the repair and maintenance work needed to be done.

Skills, Experience, Personal Traits and Qualifications

- Has experience in building structure and management.
- Desires to serve the community and to commit time and talents to this ministry.
- Has the ability to coordinate a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

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

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Two reference checks
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____

Rev. February, 2013