

MINISTRY POSITION DESCRIPTION (SAMPLE ONLY)

PARISH	Your Parish Name, Town..... ON
Name of Group / Ministry	Coordinator of Refugee Sponsorship Ministry, Parish Name.....
Accountability	The coordinator reports to the Pastor of....., and to Debra Fieguth at DOORS and the Archdiocese of Kingston; Nadia Gundert – Refugee Support Liaison
Purpose of Ministry	To coordinate a group of volunteers to provide ...12 months of settlement, emotional, and financial support to a sponsored refugee family
Participant Group	Family of from (country)....and volunteers participating in this ministry
Activities and Responsibilities	<ul style="list-style-type: none"> -Maintain correspondence with and updates to Debra Fieguth at DOORS on behalf of the Constituent Group and Nadia Gundert at the Archdiocese of Kingston. -Provide quarterly reports on family, financial situation, etc. to Debra Fieguth at DOORS -Coordinate individuals/volunteer teams to look after the following sponsorship roles: <ul style="list-style-type: none"> * housing accommodation; * education and ESL training; * health and dental care; * social and cultural integration; * furniture, clothing and food; * immigration and other administrative services required for the refugees' resettlement in Canada; * employment opportunities; * recreation;
Skills and Qualifications	<ul style="list-style-type: none"> - Introductory sponsorship training workshop - Ability to maintain confidentiality - Excellent communication skills - Cultural sensitivity - Computer literacy - Valid driver's license and car insurance
Time Commitment	...hours dailyMonday-Friday, weekends as needed, or different but specify
Duration	From (Month... Year.... – to Month... Year.....)
Orientation and Training	Refugee Sponsorship Training Program Orientation from pastor/ pastoral team, as needed
Support, Supervision and Evaluation	Pastor ofParish; (Kingston: Oversight provided by Debra Fieguth of DOORS; Diocese of Ontario Refugee Support, the sponsorship agreement holder for the Catholic and Anglican Archdioceses and the Archdiocese of Kingston (Nadia Gundert - Refugee Support Liaison)
- CONTINUED ON THE REVERSE -	

Position Level	HIGH TRUST
Screening Procedure	<ol style="list-style-type: none"> 1. Receive Position Description 2. Complete Blue Form- Page 1, 2, 3 3. Sign Oath of Confidentiality 4. Sign Ministry Covenant 5. Complete and sign Volunteer Driver Form 6. Receive and read Guidelines for Parish Volunteers 7. Reference check 8. Police record check, incl. vulnerable section 9. Orientation and training 10. Supervision

Date approved: _____ **Dates Reviewed:** _____ / _____ / _____

Ministry Leader _____

Parish Screening Committee Member: _____

Pastor: _____

Updated: January 2016

