Title:	Responsible Faith Ministry Coordinator
Reports To:	Pastor
Number of Volunteers Directed:	3-5
Purpose:	To coordinate efforts of the parish Responsible Faith Ministry team for the pastor: • Insuring that the Diocesan of St. Catharines Responsible Faith Ministry policy is followed for the parish • To assist with interviews and evaluations of volunteers in positions which have been identified as being high-risk by the Diocese of St. Catharines.
Job Responsibilities:	• Schedules and holds interviews of volunteers in high-risk positions • Contacts references • Assists in designations for high-risk positions • Assists pastor with evaluations and follow up of all volunteers in high risk positions
Skills, Attitudes, Knowledge:	• Good communication, people and interviewing skills • Familiar with position being screened • Knowledge of Responsible Faith Ministry: Policies and Procedures • Professional sensitive manner
Relationships/Liaison:	Good working relationship with: • Pastor • Responsible Faith Ministry team • Diocesan Steering Committee
Time Commitments:	• Approximately 12 hours per month • 2 year renewable term (with sanction of the Pastor) • Peak time: Spring and Fall
Benefits and Challenges:	• Working with and meeting people • Partnership in contributing to an effective Responsible Faith Ministry process • Improving environment for our most vulnerable • Time lines and scheduling • Attitudes from all concerned • Being sensitive to long time volunteers

Success Measures:	• All Responsible Faith Ministry processes and time line completed • Self-evaluation • Job descriptions for all volunteer positions
Training:	• Orientation • Responsible Faith Ministry hands-on workshops • Interviewing Skill Workshop • Other training programs as determined by the Diocesan Steering Committee on Responsible Faith Ministry