

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Saint Vincent de Paul
Accountability	St. Vincent de Paul Conference with authorization from the parish Pastor
Purpose of Ministry	To provide assistance and counseling for people in financial need in emergency situations To assist the children of people in financial need with nutrition programs and camps
Participant Group	Families and people in financial need
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Respond to request for assistance made to parish ▪ Go to home of the needy to provide vouchers, 2 at a time ▪ Collect donations at the churches ▪ Provide nutrition programs at elementary schools ▪ Provide a children's camp and memberships to local recreational programs
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Good interpersonal skills ▪ Good self-esteem ▪ Desire to help others
Time Commitment	Possible 2 hours per week Monthly meetings 1 to 2 hours
Duration	Not applicable
Orientation & Training	<ul style="list-style-type: none"> ▪ Rule book for each conference ▪ Buddy system for each new member ▪ Discussion and advice given at monthly meetings
Support	President of each Conference
Supervision	Calls are logged and discussed at each meeting, to home in pairs
Evaluation	President of Conference
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview ▪ Reference checks ▪ Police Record Check ▪ Orientation and Training, Receive Volunteer Guidelines, Sign Volunteer Covenant ▪ Supervisory checks and evaluations