

APPENDIX V

JOB DESCRIPTIONS AND AGREEMENTS

Ministry Position Description

Position title	SAFETY COORDINATOR	
Reports to	Pastor	
Primary objective	To support the Volunteers who will be assisting in the safety of parishioners participating in the return to public celebration of mass	
Expected Time Commitment	2-4 hrs weekly	
Tasks/Responsibilities	<ul style="list-style-type: none"> • Work closely with the pastor in conducting an overall assessment of the church facility, reviewing the implementation of the internal guidelines and identifying potential issues and the necessary preventative measures that will need to be adapted for the parish. • A safety coordinator will be assigned for each Mass to assist the pastor in coordinating volunteers, in maintaining order and security, and in responding to emerging needs. 	
Setting/Work Environment	Ministry will be conducted in the church or parish office	
Personal/Professional Requirements	<ul style="list-style-type: none"> • Ability to follow direction • Understand the risk and mitigation strategies of COVID-19 	
Appointment duration/term	6 months or longer	
Signature of Director/Pastor/Volunteer Leader	Day / Month / Year	
Signature of Volunteer Applicant	Day / Month / Year	