



Plant / Operations Commission
Safe Environment Team (SET) Coordinator
Position Description

Reports To:

Plant / Operations Commission Chair

Ministry Purpose / Objective:

To assure that all requirements of the Charter for the Protection of Children and Youth Mandate are followed to provide our children and youth of the parish a safe environment protected against emotional, physical and sexual abuse in order to grow in the faith.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.

- Presents ministry in a positive light at all times.

Responsibilities of Safe Environment Team Coordinator:

- Develop a working knowledge of the Charter for the Protection of Children and Youth in order to provide direction of the Safe Environment Team
- Oversight of the SET Team to include mentoring and training new members in the policies and procedures of the Diocesan mandate; schedule team meetings to plan, coordinate and assign responsibilities. standard operating procedures
- Recruit new qualified team members as needed using church bulletin or personal appeal
- Set training dates in conjunction with SET and Faith Formation Coordinators
- Prepare two annual Diocesan reports.
- Attend Audit meetings with Diocesan and National Auditor as required
- Serve as a liaison to the Diocesan Director for the Protection of Children and Youth.
- Update team membership information with Diocese as needed.
- Attend Safe Environment trainings of volunteers.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.
- Attend SET trainings as needed.

Meetings:

- All Commission meetings.
- Team meetings as needed.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

	Average Time (may vary):
• Familiarizing self with charter	1-2 hours
• Training & mentoring team members	1-2 hours/training
• Attend Training of new volunteers	2 hours/training
• Reports/Goals/Objective documentation.	2 hours

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Reads both verbal and nonverbal cues.
- Personable
- Maintain confidentiality.

Safe Environment Team Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



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Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Arranges for dates for training sessions.
- Submits request for building use.
- Staff training.
- Sets up room and computer for training sessions.
- Makes copies of opening prayer.
- Provides sign in sheet.
- Makes sure there are enough background check packets for the number of new trainees.
- Makes sure to have enough copies of test (1 per person).
- Provides evaluations for each person to fill out at training session.
- Reviews background packets.
- Enters personal data on each completed person into the computer after each session.
- Diocesan contact person:
 - John Pendergrass, Director of Child and Youth Protection
- Yearly reports to be completed:
 - Introductory Training Guideline Report – due September 30.
- Safe Environment annual Report – due July 31