

Church of St. John the Evangelist, Hamilton

Ministry Description

Ministry Area	Leadership	Position	Lay Delegate to Synod
Nature of Ministry	<p>The Lay Delegate to Synod shares in representing the parish to the Diocesan Synod and the synod to the parish. The Lay Delegate is also an ex officio member of Parish Council, and in the event of a vacant incumbency (need to choose a new rector), serves with the churchwardens as a member of a Parochial Committee.</p> <p>Diocesan Synod is the legislative body of the Diocese of Niagara and shares with the bishop in the governance of our church.</p> <p>As a member of the Leadership Team and Parish Council of the parish you will share in the overall leadership of the parish community with the rector and churchwardens and be a member of Diocesan Synod.</p> <p>Parish Council is responsible to assist with communication, stewardship and to advise the corporation on a number of matters.</p> <p>The purpose of this ministry is to build up the body of Christ in its life and mission in the community.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Member of Diocesan Synod, attending meetings of the synod, normally one or two days per year (Saturday and sometimes Friday and Saturday). 2. Member of the Parish Council and attend Parish Council meetings. 3. Available for consultation with the Rector, Corporation and parish community. 4. Regular attendance in Sunday worship. 		
A Person Well-Suited	<p>Will enjoy working in a people-oriented, structured and unstructured environments. Will be a leading/guiding Christian who is generally familiar with the community and comfortable interacting with a number of people.</p> <p>Will care deeply for stability, growth and development of the faith community and its outreach into the wider community. Will be passionate about supporting the various ministries of the parish. Will have an interest in learning about the life of the wider church of our diocese and our shared ministry as a diocese.</p> <p>Spiritual gifts that may apply to this ministry include: administration, apostleship, leadership, discernment, shepherd, helps, wisdom.</p>		
Time Commitment	Diocesan Synod meetings, normally one or two days per year. Parish Council meetings, approximately nine per year.	Length of Term	Elected to a two-year term, renewable.
Participation Group	Attending Diocesan Synod. Working mainly with the members of Parish Council. Also relating to the entire church family.		
Support, Supervision and Training	<p>Training, support and supervision given by the rector and mutually by members of parish council.</p> <p>Training is provided on an occasional basis by the Diocese of Niagara.</p>		

Boundaries and Limitations	<p>Lay delegates are responsible to adhere to diocesan canons and policies pertaining to Diocesan Synod.</p> <p>Parish Council Members are responsible to adhere to the diocesan canons pertaining to Parish Councils.</p> <p>Parish Council Members will keep sensitive and personal matters that are dealt with by the Parish Council in strict confidence.</p>
Benefits to Volunteer	<p>The volunteer will enjoy the satisfaction of sharing expertise for the benefit of the community and a sense of accomplishment in a task well-done as well as an intimate knowledge and participation in the work of the church community. The volunteer will enjoy working closely with other leaders in the community. The volunteer will be part of an amazing team of leaders.</p>

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Mainly adults, but includes any member of the parish. Will not meet in one-to-one relationships.	Low
Setting	Mostly public spaces.	Low
Nature of Relationship	Never meeting one-to-one. Low level of individual influence.	Low
Degree of Authority	Low authority with medium perception of power.	Medium
Physical Safety	Minimal physical risks.	Low
Financial	Receives financial reports. No direct involvement.	Low
Privileged Information	Infrequent possession of confidential or sensitive information.	Medium
Damaged Reputation	Low risk of accusation.	Low
Key-Holder	Not normally.	Low
Risk Level Assessed	Low	

Screening Requirements	
✓ Training is required.	Training is offered, but not required.
✓ Interview is required.	✓ References are required.
Police Records Check (PRC) is required.	PRC with vulnerable sector screening required.
✓ Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.)	✓ Signed statement regarding ministry description required.
✓ Signed statement regarding confidentiality required.	Key-holder agreement required.
Signed statement regarding policy on ministry with vulnerable persons required.	

By signing below, I acknowledge that I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Full name (please print)

Signature

Date