



2023

Sacred Heart Church

SACRED HEART VOLUNTEERS

Hampers Ministry

sacredheartcalgary.ca/ministries

Position Description for Hampers Volunteer

Reports to

Office Manager and Hampers Coordinator

Overview

The Hampers Volunteers help coordinate groceries, deliveries, and care to economically-vulnerable people in Calgary. While meeting a practical ministry need, the person in this role provides a caring and nurturing presence on behalf of the parish community. Youth and pastoral care ministries could be impacted by this activity.

Responsibilities

- Provides transport as needed and as requested by the Pastor or Hampers Coordinator (must adhere to proper qualifications if driving)
- Has direct contact with those in need (through delivery or association)
- Helps stock food pantry shelves and participating in parish food drives
- Scheduled to make deliveries as per the Hampers Coordinator's request
- Keeps a record of all visits and activities for the Hampers Coordinator
- May be a listener for those ministered to (within limitations and based on comfort level) and assess economic need
- Observes strict confidentiality regarding personal matters which may be shared
- Keeps Ministry Coordinator immediately informed of changes in driver status or capabilities, and of any delays in transporting participants, including details of any accidents or incidents
- Keeps a cell phone and emergency phone numbers available at all times on duty

Qualifications

- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum
- Is honest and trustworthy, friendly and patient, and has good relational skills
- Is able to lift approximately 15 lbs to help pack food and deliver
- Is able to come during scheduled time slots to assist in delivery or packing
- Is responsible to ensure Church Property is kept safe and observant of potential threats



What are my next steps?

How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

Our duty to care is an act of generosity. All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'High' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:

Register your intent to serve

- Complete the **Volunteer Information Form**.
- Complete an **interview** with the Volunteers Coordinator (with References).
- Complete the 4 online modules under **Praesidium Academy** (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary),
- Complete the Diocese of Calgary **Code of Conduct and Accountability for Volunteers**.
- Send your completed forms to volunteer@sacredheartcalgary.ca.

Respond to the invitation to serve in a particular ministry

- Obtain your **Police Information Check (PIC)**.
- Complete the **Confidentiality Agreement**.
- Sign and date your assigned role description from the pastor.
- Complete the **extra 2 modules on Praesidium** as requested: Preventing Elder Abuse and Neglect, Preventing Abuse against Adults with disabilities
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.

Maintain your Service file

- Renew your Police Information Certificate every 5 years.
- Renew your Praesidium Academy Courses every 2 years.
- Update your training as requested.
- Email volunteer@sacredheartcalgary.ca to enquire about your status.



Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,
let my heart never rest until it finds You,
who are its center, its love, and its happiness.
By the wound in Your heart
pardon the sins that I have committed
whether out of malice or out of evil desires. Place my
weak heart in Your own divine Heart,
continually under Your protection and guidance, so
that I may persevere in doing good and in fleeing evil
until my last breath.*

Amen.

Contact

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**SACRED HEART CHURCH
VOLUNTEER PACKAGE**