

PWRDF Volunteer Parish Representative Job Description

Purpose of the Position	To strengthen PWRDF as a vital part of the ministry of the whole parish, through communication, stewardship and awareness raising.
Key Tasks	<p><i>Network Building and Communication:</i></p> <ul style="list-style-type: none">• Liaise regularly with the PWRDF Diocesan Representative.• Maintain up to date knowledge of PWRDF work, stories, campaigns and appeals.• Participate in any diocesan PWRDF events or activities.• Keep the parish leadership apprised of PWRDF's work and activities.• Assist PWRDF in updating parish database information. <p><i>Prayer and Worship</i></p> <ul style="list-style-type: none">• Uphold PWRDF partners and programs in parish prayer and worship. <p><i>Promotion</i></p> <ul style="list-style-type: none">• Raise awareness of PWRDF in the parish through announcements, circulation of materials, articles in publications, homilies, bulletin inserts, displays and reports.• Create opportunities for parish global educational events and activities.• Promote the use of PWRDF resources. <p><i>Financial Development</i></p> <ul style="list-style-type: none">• Encourage and facilitate the parish to set, monitor and evaluate PWRDF goals.• Initiate and support PWRDF fundraising initiatives in the parish.• Encourage support of PWRDF campaigns and appeals.• Promote a range of gift giving instruments available to support PWRDF.
Requirements	<ul style="list-style-type: none">• Internet access for email contact and checking PWRDF websites regularly.• Interest in sustainable development, relief, refugees and global justice.• Good verbal and written communication skills.• Ability to organize and plan parish events or to recruit others.• Adherence to PWRDF policies: Code of Ethics, Fundraising and Gift Acceptance, Volunteer, Sexual Misconduct and Conflict of Interest. For the full text of the policies go to http://pwrdf.org/who-we-are/policies/

Support Provided	<ul style="list-style-type: none"> • PWRDF Parish Representative Handbook: The Vital Link. • Staff and diocesan representative availability for advice and support. • Resources for PWRDF promotion and fundraising, speaking engagements, program interpretation, global education and youth engagement. • Regular communication from diocesan representative about PWRDF programs and resources.
Appointment	Recruited and appointed by parishes.
Term	Term to be determined by parish. Incumbent initiates evaluation and new/renewed appointment(s).
Accountability	Reports regularly, ideally quarterly, to the parish leadership and to the PWRDF Diocesan Representative on PWRDF parish activities.