

## St. Ninian's Church

### Responsible Ministry: Screening in Faith

#### Advisory Board Member-at-Large Ministry Description

Position Risk Assessment: Medium

Term of Office: 1 year, renewable - elected or appointed at Vestry

Supervision and Support: Reports to: Advisory Board  
Staff Liaison (if different from above): Churchwardens  
Committee/Board responsible for this ministry: Advisory Board

Purpose: To help co-ordinate church activities and to advise the Corporation.

Population(s) served: Incumbent and Churchwardens  
Parishioners

Spiritual Gifts Recommended:

- Service
- Leadership
- Organization

Training Provided:

- on-the-job training
- possible job specific training would be available
- Diocesan Sexual Misconduct training every 3 years

Skills & Qualifications:

- Patience
- intelligence
- some knowledge of the relevant financial / canonical matters is required
- be willing to attend all meetings
- be willing to fill take on some tasks as they come up

Meeting Date & Time:

- meetings are the 3rd Wednesday of the month at 7:30 p.m.
- usually no meetings in July & August, however if necessary one may be called

Time Commitment Involved:

- monthly meetings last between 2 – 2 ½ hours
- if you take on a task, then the time commitment would increase

Description of Duties / Responsibilities:

- attend monthly meetings
- review reports
- debate issues raised and render advice
- volunteer to help church officers in various tasks

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Limits of the Position:

- the board works in an advisory capacity to the Churchwardens
- some decisions can be made by the Board

Benefits & Opportunities:

- develop strong relationships with other members
- have a profound effect in assisting the Corporation make decisions
- provide leadership for others

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*

Rev. October 26, 2003