

Catholic Girls League
(Sponsored by the Catholic Women's League)
Position Description for the CWL Counselors to CGL

➤ **Overview**

The objective of the Catholic Girls League (CGL) shall be to unite Catholic girls of Canada to:

1. achieve individual and collective spiritual development
2. promote social justice, recognizing the human dignity of all people
3. promote lasting bonds of friendship through enjoyable programs
4. develop leadership qualities and skills

At least two counselors who are parish council CWL members shall be approved the sponsoring parish council and the parish priest. One shall be designated as the lead counselor. All activities pertaining to the CGL will need to be approved by the parish priest before commencing. The parish liability insurance would apply to this CGL ministry as long as CGL counselors have been screened at the parish level.

The motto of the CGL shall be "Faith, Friendship, Fun and Formation".

➤ **Activities/Responsibilities of CWL Counselors to CGL**

- Guide and direct all activities of the CGL
- Collaborate with CGL officers
- Assist the CGL to determine a dress code appropriate for meetings and functions
- Report regularly to the parish council Christian Family Life Chairperson
- Assist with the completion of the annual membership report
- Complete the annual report and return it to the sponsoring council Christian Family Life Chairperson
- Obtain parental/guardian permission in writing for all activities outside of regular meeting times and any publicity
- Submit current contact information of lead counselor with sponsoring council
- Keep the parish priest informed of CGL activities internal and external to the parish
- Contact the Archdiocese of Toronto, Catholic Pastoral Centre, Manager Parish Operational Reviews, to confirm if further liability insurance will need to be purchased for activities off parish property

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

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➤ **Skills, Experience, and Qualifications**

- Is an active participant in parish worship
- Member of the Catholic Women’s League
- Must be screened prior to approval being granted by the sponsoring CWL council
- Review and understand the Ethical Guidelines of the Catholic Women’s League of Canada

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

➤ **Orientation and Training**

Standard parish orientation program and training provided by past CGL Counselor or League Executive for training and orientation as there is nothing in CGL that speaks to these.

➤ **Participant Group**

General Membership: Any Catholic Girl aged 10 to 15 by paying; the prescribed CGL membership fee may become a member with voting privileges and eligibility for office by election or appointment.

Associate Membership: any non-Catholic girl aged 10 – 15, by paying the prescribed CGL membership fee, may become a member, with voting privileges, but without eligibility for office by election or appointment.

➤ **Support, Supervision, and Evaluation**

- The CWL sponsoring council should provide from its membership at least two CWL members (counselors) and ensure that adequate police checks are completed. One of these counselors shall be appointed as lead counselor.
- Allow CGL funds to be deposited and disbursed through the sponsoring council’s treasury
- Request regular reports from the lead counselor
- As invited, participate in the installation ceremony and other events.

➤ **Length of Ministry Appointment**

2 year term, renewable after reevaluation by the sponsoring parish council.

➤ **Benefits and Working Conditions**

Will directly contribute to the social well-being of the community.

Will further develop relational skills.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of 2 - 4 hours per week/4 – 8 hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of *Catholic Women's League*

– *Catholic Girls League Counselor* currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date