

ROLES RESPONSIBILITIES

Isaiah 61:1

THE LORD
HAS ANOINTED
ME TO BRING
good news
TO THE POOR.

Staff and volunteers play a vital role in the success of TIA.

BISHOP MCGRATTAN

- Ultimately responsible for TIA and its accountability
- Supports all stakeholders in achieving the TIA goals

MODERATOR OF THE CURIA

- Supports Bishop McGrattan and the parish / diocesan staff and volunteers in their endeavours
- Works with Communications to develop the message and promotional material
- Ensures the TIA message is aligned with the diocese vision, mission, and values

PASTOR

- Educate parishioners about TIA and its value to the parish, parishioners, and the community at large
- Encourage parishioners, within the context of stewardship and Catholic Social Teaching, to give to TIA
- Ensure that TIA is promoted from the pulpit and in parish communication material
- Identify a parish project to be funded by any campaign surplus funds
- Recommend to the diocese charities that might qualify for the Grant Program (see Grant Recipient Recommendation Form)
- Recruit and empower the TIA Administrator(s)

PARISH SECRETARY

- Responsible to coordinate the TIA campaign and material in the parish
- Support the pastor and any TIA representatives
- Act as a liaison between the parish and the diocese (development and finance offices)
- Order campaign materials from the TIA Coordinator
- Ensure material is distributed (bulletin inserts, boards, mail out, and website)
- Ensure the Surplus Funds Request Form is completed and submitted with supporting documents to the TIA Coordinator by the deadline (April 12, 2019) (See TIA Surplus Request Form)
- Help to co-ordinate the campaign through displays and presenters through pulpit talks, lay or TIA Grant Program recipient presentations (approved by the pastor)
- Deposit, record and forward TIA donations to the TIA Coordinator
- Provide updates to the pastor and parishioners as to the success of the campaign
- Answer general inquiries



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PARISH VOLUNTEERS

TIA Administrator(s) (if different than the parish secretary)

- Work closely with the parish secretary to ensure the campaign is presented to parishioners on a timely basis
- Ensure material is distributed (bulletin inserts, boards, and website)
- Help co-ordinate the campaign through displays and presentations (pulpit talks, lay or TIA Grant Program recipient presentations). Note: all campaign plans must be approved by the pastor.
- Provide updates to the pastor, parish secretary and parishioners as to the success of the campaign
- Answer general inquiries

DIOCESAN STAFF

- Create and provide campaign promotional material to parishes
- Provide promotional ideas and aid to parishes
- Connect speakers to parishes (upon request)
- Answer questions and provide support to parishes
- Provide opportunities for feedback about the campaign
- Update TIA website as a resource

TIA ORGANIZATION CHART

