



### **Parish Representative Job Description**

*As a Parish Representative, you:*

- Establish and maintain a working relationship with assigned principal/religious education director - you do more than just deliver checks.
- Communicate the different types of CCS funding and the specifics of the grant application process to the principal/RE director, including the Christmas Stocking Fund and Easter Shoes Program.
- Ensure principal/RE director understands grant guidelines. Be very clear that not all grants are funded nor is there any "standard amount", as awards are based on demonstrated need and available funds.
- Ensure principal/RE director provides CCS with all required forms and documents, including the School Enrollment Form at the beginning of the year and copies of any receipts for grants awarded.
- Be a coach, as needed, providing examples of grant application "best practices".
- Keep principal/RE director apprised of grant request deadlines.
- Review fund requests for appropriateness and completeness. If you detect any issues, work with the principal to revise the application.
- Deliver all checks in person.
- Be available for emergency assistance applications.
- Collect receipts from principal/RE director and forward to assigned Service Project Co-Chair - Angels or Saints. *CCS requires receipt documentation for awards received before applying for any additional grants.*
- Advise assigned Service Project Co-Chair and principal/RE director if Parish Rep is going to be out of town or unavailable.
- Deliver layettes to principal, RE director and/or parish as needed. Find a contact person (possibly parish secretary) at the parish level who can identify these needs at the parish level and keep in touch with them.

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