**The SPRED Parish Chairperson**

**Responsibilities:**

* Participates as a helper catechist within the SPRED community.
* Collaborates with the leader catechist and activity catechist to prepare the annual calendar; identify recruitment needs and strategies; identify needs of the meeting room; and, establish funding goals/means.
* Establishes a working relationship with the pastor; his staff and the parish council or other governing body.
* Meets annually with the pastor to sign the PC card and offer a verbal/written report regarding volunteers and participants; sacraments/liturgy; calendar; socials; and funding.
* Explores ways to identify all members of the parish with developmental and/or intellectual disabilities; informs the family/caretaker of SPRED services and finds placement in an appropriate age group.
* Accompanied by a leader catechist, performs an initial home visit for the persons with disabilities that they will welcome into their SPRED community. Meets with the families of parishioners on a waiting list for SPRED and keeps in communication as placement efforts are made. Extends an invitation to the families to observe and attend SPRED family Masses.
* Inspires the participation of all catechists in the promotion of SPRED visibility in the parish as well as the ongoing recruitment of volunteers.
* Oversees the SPRED budget or delegates bookkeeping to a willing and able catechist in the SPRED community.
* In solidarity with the leader and activity catechist assures the quality of the SPRED program through adherence to the SPRED Standards; the training of all catechists; attending and promoting observation and enrichment opportunities offered each year.
* Updates the SPRED Center with changes to current data on SPRED catechists and Friends through the SPRED website; by phone 312-842-1039; or by fax 312-842-4449.
* Attends the annual planning meeting for parish chairpersons and collaborates with chairpersons of neighboring SPRED communities, facilitating placements and referrals and planning for the further development of SPRED centers in the local area.

**Training:**

* Introduction to SPRED (2-1): The process and the mentality
* Role Orientation (3-1): Responsibilities and guidelines
* Observation of 2 SPRED sessions at a resource center

*www.spred-chicago.org* [*www.queenofangelsspred.org*](http://www.queenofangelsspred.org)