



PARISH VITALITY
& STEWARDSHIP

Time & Talent Campaign Kit: Parish Ministry Fair Guide



Archdiocese
of Toronto

Office of Formation for Discipleship
www.archtoronto.org/stewardship

Table of Contents

03 Stewardship Prayer and Opening Letter

05 Getting Started

06 When to Hold a Parish Ministry Fair

07 What to Prepare

10 After the Parish Ministry Fair Ends

11 Final Considerations

12 Appendix

12 Appendix A: Ministry Display Examples

13 Appendix B: Ministry Sign-up Sheet Example

14 Appendix C: Alternate Sign-up Sheet Example

15 Appendix D: Parish Ministry Fair Planning Sheet Example

16 Appendix E: Bulletin Inserts Example

17 Appendix F: Media Release/Waiver Forms Example



Let us begin with a stewardship prayer:

*Loving God, I come to you in thanksgiving,
knowing that all I am and all that I have is a gift from you.
In faith and love, help me to do your will.
I am listening, Lord God.
Speak your words into the depth of my soul,
that I may hear you clearly.
I offer to you this day all the facets of my life,
Whether it be at home, at work, or at school—
to be patient, to be merciful, to be generous, to be holy.
Give me the wisdom and insight
to understand your will for me
and the fervour to fulfill my good intentions.
I offer my gifts of time, talent and possessions to you
as a true act of faith,
to reflect my love for you and my neighbour.
Help me to reach out to others as you, my God,
have reached out to me.
Amen.*

***“As each one has received a gift, use it to serve one another
as good stewards of God’s varied grace”***

1 Peter 4:10

Opening Letter



Dear Reader,

Many parishioners actively volunteer in secular charities but have never considered the prospect of sharing their God-given gifts with their parish community.

Why is there this big disconnect?

According to Statistics Canada, “religious people exhibit higher rates of giving, participating and volunteering... **almost two-thirds of Canadians aged 15 and over who attended religious services at least once a week (65%) did volunteer work**...volunteers who are weekly religious attendees dedicated about 40% more hours than other volunteers...frequent attendees of religious services contributed many more of their volunteer hours to religious organizations than did less frequent attendees (42% versus 4%), **but they provided the majority of their hours to non-religious organizations.**”

Sitting in our pews every week are the “religious people” Statistics Canada is talking about. Their lower level of volunteer involvement in the parish may simply be that they unaware they can be more deeply involved. As such, they need to be invited.

As Cardinal Thomas Collins wrote in his Pastoral Letter on Stewardship, “We do not need to import the spirit of stewardship from somewhere else, as if it were lacking among us. Not at all. It would, after all, be odd if something so central to the Gospel were absent from our community. But we can more intentionally and systematically seek to foster stewardship in each of our parishes, so that all of us live fully as generous stewards of God’s many gifts. There are proven ways of doing this, and we can benefit from them.”

A parish ministry fair is one way to make the invitation. Imagine the vitality these people could bring to your parish if you could successfully invite more of them to get actively involved. Their increased involvement could help to replenish your ministries, spread the workload, avoid burnout, deepen relationships, and increase parish vitality.

So let’s get started!

Getting Started

If you are unfamiliar with spirituality of stewardship, or would like a quick refresher, you may wish to watch this short video by Cardinal Thomas Collins. While Cardinal Collins originally recorded this video for a Stewardship Formation Day, it shares an excellent summary of the Christian meaning of stewardship and why sharing our God-given gifts is so important. It will help provide a spiritual context as to why your upcoming efforts in planning your fair will be so important.



To watch the video visit:
<http://bit.ly/CardinalsMessage>



To watch the webinar visit:
<https://bit.ly/PVWS-VideoJune2023>

Hosting a Parish Ministry Fair is a proven way to engage people and has been successfully used by many parishes over the years as a means to invite people to become more engaged in parish life. **To help you with the planning and implementation of your parish ministry fair we have created a webinar titled, “The Joy of Parish Events!”.** This webinar unpacks a real-world case study of how to plan a successful parish ministry fair. (A special thank you to St. Mark’s Parish in Stouffville and Holy Family Parish in Whitby for joining us on the webinar panel. Both parishes held very successful parish ministry fairs and generously shared their best practices during the webinar.) All the parish ministry fair templates and forms discussed during the webinar can be downloaded at www.archtoronto.org/stewardship in the Parish Vitality tab, in the Templates and Forms section.

It is safe to say that parishioners do not know how many ministries there are in your parish, what they all do, or the time commitment associated with each. (In fact, there may be so many wonderful things happening in some of our larger parishes that even the pastor can lose track of all the great things going on!) Ideally, a parish ministry fair is an annual event, which brings the parish and all the ministries together, aiming to build up a sense of community, while providing opportunities for people to learn about the numerous ways to share their time and talent with the parish community.

The fair is also a way to promote and educate the parish community further on the meaning of stewardship, while simultaneously encouraging everyone to grow in their relationship with Christ. The fair should allow parishioners to meet each other, ask questions about the various ministries, and discern more fruitfully the way in which the Lord is calling them to share their time and talent. This can be a great way to increase engagement by helping more people to get involved in parish life.

Reasons to host a Parish Ministry Fair Include:

1. Involving more people in the parish helps to spread the workload and prevent burnout;
2. It refreshes existing ministries;
3. Can help you find the people to start new ministries that are needed in your parish;
4. Invites new people who are enthusiastic with new ideas;
5. A fair can build a greater sense of community;
6. It highlights the good work of the people already involved in parish ministry and gives them a pat on the back (sometimes people need this);
7. It showcases the services available within the parish;
8. If a person does not sign-up as a volunteer, perhaps they will get join a ministry as a participant (e.g. a single mother with young children may be interested in a children’s bible study, etc.);
9. A parish ministry fair celebrates the good work of the Church and;
10. Provides an occasion to deepen the sense of Christian stewardship amongst members of the parish community.

The Best Time to Hold a Parish Ministry Fair



Choosing the time of year when to host the Parish Ministry Fair is critical for the success of the event. Ultimately, the final decision on when to hold the fair is in the hands of the pastor and those he designates as they have the bigger picture of all the events that are happening in the parish during the course of the year. That being said, we suggest avoiding times of the year where parish attendance is lower than normal, times when it would be liturgically incorrect, or would be overly challenging for parish staff and volunteers.

We suggest Stewardship Sunday as an option.

One of the times of the year when people feel the most generous is Thanksgiving. Considering Stewardship Sunday occurs on the 25th Sunday of Ordinary Time, which is about three weeks before Thanksgiving, an interesting opportunity arises to leverage the generosity of the season by inviting parishioners to become more involved in parish life.

You may want to host your fair after a Mass that is well attended on Stewardship Sunday itself (normally the third week in September), sometime shortly after Stewardship Sunday, or try positioning your fair as part of a larger strategy surrounding parishioner engagement. *(See the Time and Talent Campaign card that was originally included in your parish kit. If you don't have the card handy, it can also be found on our website in the Parish Vitality section at: www.archtoronto.org/stewardship).*

What to Prepare



Hosting a Parish Ministry fair requires time and preparation to be successful. For this reason, it is important to start planning early, at least a few months in advance so that the event can run as smoothly as possible. The preparation for the event should make use of the talent of the parishioners, splitting the various tasks up to lighten the workload for everyone involved. The more people involved with the organization of the fair, the greater the sense of ownership that will be created surrounding it, which will, in turn, increase the overall excitement of the event in the week leading up to the fair.

A Stewardship Committee is a logical choice to help organize the fair. If your parish does not have a Stewardship Committee, the responsibility can be given to a Parish Council, another committee, group, or collection of individuals the pastor invites. If you would like more information on committees, consult the Stewardship Committee guide included in your Time and Talent Campaign kit or visit the Parish Vitality section of our website at www.archtoronto.org/stewardship

As this is an event that brings together all ministries, it is crucial that the leaders of every ministry be aware and on board as ministry representatives will need to be at their ministry booth the day of the event. It is important to have a list of ministries within the parish and that each ministry be contacted and given space at the fair. This is also a good opportunity to update the parish ministry list.



General guidelines when planning the fair:

1. Keep the lines of communication open with your pastor.

Update your pastor on your progress in planning the fair in a timely manner, including any challenges you are facing. If possible, try to be aware of his plans on supporting the initiative, whether through his homily, parish announcements, bulletin write-ups, etc. This way everyone will be on the same page.

2. COVID-19.

At the time of the writing of this guide, COVID-19 is still an unfortunate reality in our Archdiocese. If you have any questions about current parish policies regarding COVID-19, please consult your pastor.

3. Consider a theme.

The theme can be used on all materials for the fair, such as on sign-up sheets, brochures, etc. (more on this later). Use your God-given gifts to be creative!

4. Create a work back schedule with who is specifically responsible for what (and when) on your organizing team.

When do things have to get done? What is the task? Who is responsible for it? See Appendix D for an example.

5. Contact all ministries/programs/activities to invite them to participate in the parish ministry fair.

The parish office should have the contact information for all the ministry heads or coordinators. Be careful not to exclude anyone, even a group that may do something only once a year.

6. Ask the various ministry heads or coordinators to supply a short write-up that describes what their ministry is, what it does, and the normal time commitment given by its members.

If members of a ministry cannot participate in the fair, request that they still turn in a ministry description to include in any future documents that explain the different ministries. Share the completed list with the parish for possible edits before it is made public or shared.

7. Provide a timeline for the ministries to RSVP.

This will help ensure the planning process of the event is smooth. Remember...Life is busy, so try not to get impatient or upset if it takes some people longer to respond. Follow up if need be. Try to make sure that every table/booth has someone available during the fair to answer questions.

8. Each ministry should prepare its own display for the fair.

This is important as it will give each ministry a sense of ownership over their booth. See examples in “The Joy of Parish Events!” webinar in the Getting Started section and pictures in Appendix A.

9. Consider developing a brochure outlining ministry descriptions.

This can help parishioners discern whether their gifts will be a good fit for the ministry they are interested in, and can be useful for the parish to have to give to anyone else looking to share their time and talent. We have templates online you can modify at: www.archtoronto.org/stewardship in the Parish Vitality section, under Templates and Forms.

10. Provide an easy way for people to sign-up for a ministry at the fair.

Sign-ups can be done at each ministry fair table, multiple locations, or at a single centralized location, preferably by the main doors where people enter and exit. Each method has its advantages and disadvantages.

If done at each ministry table:

- An advantage is that you can “strike while the iron is hot” and sign the person up.
- A disadvantage is that someone must collect all the sign-up forms from multiple locations. Sign up forms may get misplaced if they pass through too many hands.
- Sometimes a person signs up for more than one ministry at the booths and does not realize they have taken on too much.

If done in a single, centralized location:

- An advantage with a single location is that all information is collected in one place. If a volunteer has a laptop, they could enter the information directly into a spreadsheet as it is collected to increase efficiency.
- A disadvantage is that if not managed properly, a line-up can form if a number of people leave at the same time. People may not want to wait or think they will sign-up later, but never do as life is busy and things get forgotten.

11. Promote the fair.

Use the various communication tools the parish has at its disposal to garner interest. Utilize the bulletin, announcements, emails, robocalls (if your parish uses them) and other means to raise awareness of the date and time of the fair. We suggest running bulletin announcements for three weeks before the fair. Creating signage will also help you to raise awareness (both large and small signs.) The Archdiocese has small, customizable posters designed for parish bulletin boards you can use. You can see samples online at: www.archtoronto.org/stewardship in the Parish Vitality section. To have some posters mailed to you, email the Office of Formation for Discipleship at formation@archtoronto.org

12. Talk to the parish office about logistics.

Will someone be able to help you set up the tables for the fair? What about teardown and clean-up? Etc.? As your parish hosts many events throughout the year, they are the experts on what is needed. Connect with them. They can help.

13. Prayer.

Very important! Pray for the success of the event. Open each planning meeting with a prayer. You may want to engage intercessors, such as a parish prayer group. If your parish is named after a saint, ask for their help as well. If you encounter contradictions as you put the fair together, don't worry. A wise spiritual advisor once remarked that sometimes the Devil will try to send troubles and that it is a good sign. It means that you are accomplishing a lot of good!

Ideas for the Day of the Parish Ministry Fair

- Open the fair with some encouraging words from the pastor. It may be helpful if the pastor primes the event with a short reflection on the importance of stewardship and getting involved in your parish community. It would be wonderful if he could also thank all the volunteers.
- Award prizes. Encourage parishioners to visit the various ministry booths by having a draw where entries are awarded to those who come to the fair, or by visiting a certain number of booths, etc.
- Have a section for children to be engaged in. This can be done through the use of face painting, providing colouring materials, etc. It is important that no parishioner, young or old, be left behind.
- Decorate. Having a welcoming space will lift everyone's spirits.
- Take lots of pictures at the event. Pictures of the various displays, and of people at the event can become great material to use in the subsequent years. (Note: if you take pictures of people, don't forget to ask the person's permission to use their image. We include in Appendix G guidelines for this and examples of permission forms you can use, if you so choose.)
- Be creative. Don't feel restricted to a certain format as every parish is unique and the way to engage the parishioners can differ from one parish to another.
- Serve refreshments. Providing light snacks and coffee is a great way to show hospitality, but also helps to keep the people around and interested, especially if you are holding the fair after a well-attended Mass near lunchtime.

After the Parish Ministry Fair Ends



After the event, evaluate how things went. Did the event meet your goals? How was the fair from both the ministry leaders' and attendees' point of view? How could things be streamlined for next time?, etc.

It is important to reflect as a team on the event so as to improve for future fairs. After sharing your observations with your pastor, he may want to create a summary write up of your findings to share with everyone who had a booth at the fair or to be put into the parish bulletin to share the fruits with the entire community.

Gratitude is an important part of stewardship. As such, it is a good idea to send thank you notes or cards shortly after the fair to all the people involved. Remember to also thank the parish at large through the bulletin, announcements, and parish website for their attendance and participation.

It cannot be overstated how important it is that people who signed up at the fair be contacted in a timely fashion. Even if only via a quick email to thank them for coming and that someone from the parish office will be in contact with them again in the future to discuss next steps. It would be a serious error not to contact them at all. If they are not contacted, they may become disillusioned and be hesitant to offer to share their time and talent again in the future. Some people may even take it personally.

Some other points to consider:

1. We suggest that one person be in charge of compiling all the sign-up information, regardless whether you choose to have a single sign-up location, multiple locations, or invite people to sign-up at each ministry booth itself.
2. Once all the sign-ups are collected, the information should be entered into a single document, such as in an Excel spreadsheet. This has many advantages, some of which include keeping you organized on what ministries people are interested in, who has been contacted, etc. It will also protect against multiple people contacting the same parishioner.
3. After the spreadsheet is set up, your pastor may want the parish office to take over from there and be the one to contact the people as certain ministries may require police checks, etc.

Final Considerations

The role of the group or committee that organizes the parish ministry fair is not usually to determine ministry suitability of the applicants. Unless otherwise directed, the function of volunteer screening falls to the parish office and those the pastor designates, such as Volunteer Coordinators.

Certain positions may require applicants to attend an interview with the pastor or his appointed parish representatives, have personal references checked, a Police Information Check, undergo training and orientation, etc.

The Archdiocese of Toronto's Human Resources website has resources and information designed to assist parishes with volunteer screening. Some of these resources include application forms for positions of trust/high risk ministries, details of mandatory screening steps such as interviews, reference checks, criminal records and judicial matters checks, the Archdiocese Volunteer Guidelines and Code of Conduct, etc. To learn more visit: <https://bit.ly/3DSmOeV>

Once the intake process is complete, the ministry coordinator (or head) may be the logical choice to arrange the training of the new person. (For example, if a person becoming a lector, they will need to learn how to perform this ministry.) Either way, the handover to the person doing the training should be seamless.

COVID-19

At the time of the reprinting of this guide, COVID-19 is still an unfortunate reality in our Archdiocese. If you have any questions about COVID-19 with respect to the parish ministry fair you are planning, please consult your pastor.

Appendix A: Ministry Display Examples



A special thank you to St. Mark's Parish in Stouffville for sharing the pictures of their ministry display tables on this page.

Appendix D: Parish Ministry Fair Planning Sheet Example

Deliverable	Date	Person Responsible	Notes
Planning meeting #1	Insert date here	Stewardship Committee	Team meets to plan the event and discuss what needs to get done and who is responsible for what.
Insert activity here			
Planning meeting #2	Insert date here		Team meets to check progress, assign next steps and address gaps, if any. Insert activity here
Insert activity here			
Planning meeting #3	Insert date here	Stewardship Committee	Team meets to check progress, assign next steps and address gaps, if any.
Insert activity here			
Planning meeting #4	Insert date here	Stewardship Committee	Final team check-in before the fair.
Insert activity here			
Stewardship Sunday	Insert date here		25th Sunday of Ordinary Time.
Parish Ministry Fair DAY OF EVENT	Insert date here	See notes section for assigned duty day of event	Fair held immediately after the 11am Mass on Stewardship Sunday. Responsibilities for the day are: <ul style="list-style-type: none"> • Refreshments • Collecting Sign-Ups • Names into Excel Spreadsheet • Announcing Draw Winner • Etc:

MEETINGS ARE CONCLUDED

Appendix E: Bulletin Inserts Example

In the weeks leading up to the Parish Ministry Fair

“Are you looking for ways to give back to the parish community? Do you feel God calling you to share your God-given gifts? If so, come out to our first ever Parish Ministry Fair on <DATE>. The fair will showcase all our parish ministries, and provide opportunities to see the various ways in which the parish and others need you! Refreshments will be provided. This is an event you don’t want to miss!”

If the fair takes place on the weekend of Stewardship Sunday

“Next weekend we celebrate Stewardship Sunday. Stewardship Sunday will call on us to reflect on all of God’s blessings and encourage us to respond by sharing our God-given gifts in return. Please visit our Parish Ministry Fair in <location> to see how you can share your God-given gifts as a member of our parish community. Your active participation is vital to the life of the Church. We need you!”

On the Sunday of the Parish Ministry Fair

“This weekend, the parish will be hosting a Parish Ministry Fair after the 11:00am Mass. Please join us in the <location> where you can see all the different ministries that run in our parish, and even join one of them! There are lots of opportunities available. We would love to have you join us and share your time and talent with the community. Refreshments will be provided. We hope to see you there!”

Appendix F: Media Release / Waiver Forms Example

Interim Guidelines for the Use of Media Release/Waiver Forms in the Archdiocese of Toronto

Issued by: Archdiocese of Toronto's Privacy Officer, January 29, 2021

General Information

The Archdiocese of Toronto strives as an organization to be trustworthy, transparent and accountable. Therefore, in order to protect and respect the personal information we collect, use, store and disclose, we do so in accordance with all applicable provincial and federal laws pertaining to personal information.

Personal information includes: images and recordings that can be used to identify an individual.

Generally speaking, the best practice is to limit the use of personal information to only those purposes for which it was originally collected. Any secondary use of the information must be subject to careful evaluation. Please keep in mind that if there is no knowledge of a particular use, there is no consent for the collection or disclosure of personal information for that use.

From a privacy perspective there are three age categories when you are determining how to obtain meaningful consent: Children (under 13 years of age); Youth (13-17 years of age); and Adults (18 years of age and older). Any information regarding personal information should make it clear who is agreeing to terms and conditions. It is also important to ensure that the individual(s) signing a Release/Waiver Form understand what you are saying regarding their personal information and, if they are children or youth, to know when to involve a parent or guardian. For our purposes, the following individuals should sign Release/Waiver Forms:

- *Parents/Guardians are to sign for Children*
- *Youth should sign for themselves, however, for general legal compliance, a Parent/Guardian should also sign*
- *Adults should sign for themselves*

When it comes to using images and recordings on parish websites, the Office of Public Relations and Communications (OPRC) is currently recommending that you create a link from your parish website to a Facebook or similar site for galleries of photos. The purpose of this is to manage compliance issues with the Accessibility for Ontarians with Disabilities Act (AODA). To be compliant with the AODA, the parish websites are required to provide alternate text for every photo. This is a plus from one side of the privacy perspective as some individuals may be comfortable with their images being posted online, but may not wish their name to be tagged. However, from another angle, we lose control over the images and videos posted on Facebook and other third-party services as the data is now being stored on servers in another country. Therefore, the Release/Waiver Form needs to articulate that images and recordings may also be posted to social media sites administered by the parish.

Please see examples of Media Release/Waiver Forms below.

Use of Images and Recordings

Photographs, images, audio and/or video recordings that promote the Archdiocese of Toronto and the parish are used in a variety of media including our websites, brochures, displays, annual reports and other promotional materials.

A Release/Waiver Form should be obtained from any individual whose photograph, image, audio and/or video recording will be used in promotional material. Please see examples below.

Photographs, images, audio and/or video recordings may be kept indefinitely unless the individual, or one of the individuals in a photograph, image, audio and/or video recording, request that their identifiable information no longer be used. Upon such a request, the photograph, image, audio and/or video recording or relevant portion of it will be removed from the promotional media as soon as is reasonably possible.

As photographs, images, audio and/or video recordings form a part of the church's historic and archival records, they will not be destroyed when an individual requests that their identifiable information be withdrawn from promotional use.

Security and Records Keeping Considerations:

Security of Forms and Personal Information:

- Define who at the parish has access to media release/waiver forms as well as the actual photographs, images, audio and/or video recordings.
- Define who at the parish can authorize the use of the photographs, images, audio and/or video recordings.
- No personal information should leave parish property without the strictest possible safeguards in place.
- If in paper form, this would mean generally following these guidelines:
 - All filing cabinets, desk drawers and other storage devices for paper files containing personal information should be under supervision, secured in a restricted area or locked at all times.
 - Access to personal information should be restricted to authorized individuals who need the information in order to carry out their work.
- If in electronic form, this would mean generally following these guidelines:
 - Storage of photographs, images, audio and/or video recordings and Release/Waiver forms should be on a local server, not cloud storage.
 - All office workstations are to be password protected. Staff and in-house volunteers who access computer workstations are to be assigned a separate login and password for each user.
 - Electronic equipment should be under supervision, secured or in a restricted area at all times.
 - Wireless routers and access points should be approved by the Management Information Services (MIS) Department and wireless networks should be encrypted.
 - Internet firewalls approved by the MIS Department should be active at all times.
 - Antivirus programs approved by the MIS Department should be running on all workstations and updated regularly.
 - All computer data should be backed up in accordance with Archdiocesan standards and practices.
 - All removable storage media should be encrypted and kept in a secure location.

Organization of Release/Waiver Forms:

- If collecting the Release/Waiver forms for a specific program or service of the parish and/or a specific project (50th anniversary events; new website launch; RCIA 2019), first organize them under these categories in alphabetical order by the name of the program/project.
- Then organize forms within those sections in alphabetical order by last name.
- You may also require a General category for photos/videos that are more generic in nature.

Retention of Release/Waiver Forms:

- Forms need to be kept for as long as you retain the photos/videos.
- If you edit a batch of photos and/or video and certain individuals who signed waivers are no longer present, you may confidentially destroy the associated forms.

Examples of Media Release / Waiver Forms

Example #1 – for Adults (18 years of age and older)

Media Release/Waiver Form

I, the undersigned, _____ (PRINT NAME) _____ do hereby consent to have photographs and/or videos taken of me for use in any form of media and/or any publicity material (including social media sites) administered, produced or printed by (PARISH NAME), a church of the Roman Catholic Episcopal Corporation for the Diocese of Toronto, in Canada (Archdiocese of Toronto) or any other appropriate partners. The undersigned authorizes the photographer/production company to make reproductions of the photograph(s) to be used at the full discretion of the above- mentioned parties.

The undersigned releases and forever discharges the aforementioned parties and the photographer/videographer/production company against all actions and claims.

I understand that my personal information will be used solely for the purposes defined as Appropriate Uses in the Archdiocese of Toronto's Privacy Policy. If I have inquiries and/or complaints related to the privacy of my personal information, I can get further information from the Archdiocese of Toronto's Privacy Officer through the following website: <https://www.archtoronto.org/privacy>.

Signature of Participant: _____

Date: _____

Example #2 – for Youth 13-17 years of age
Media Release/Waiver Form

I, the undersigned, _____ (PRINT NAME) _____ do hereby consent to have photographs and/or videos taken of me for use in any form of media and/or any publicity material (including social media sites) administered, produced or printed by (PARISH NAME), a church of the Roman Catholic Episcopal Corporation for the Diocese of Toronto, in Canada (Archdiocese of Toronto) or any other appropriate partners. The undersigned authorizes the photographer/production company to make reproductions of the photograph(s) to be used at the full discretion of the above- mentioned parties.

The undersigned releases and forever discharges the aforementioned parties and the photographer/videographer/production company against all actions and claims.

I understand that my personal information will be used solely for the purposes defined as Appropriate Uses in the Archdiocese of Toronto’s Privacy Policy. If I have inquiries and/or complaints related to the privacy of my personal information, I can get further information from the Archdiocese of Toronto’s Privacy Officer through the following website: <https://www.archtoronto.org/privacy>.

Signature of Participant: _____
Names of Participant’s Parent/Guardian (PRINT): _____
Signatures of Participant’s Parent/Guardian: _____
Date: _____

Example #3 – for children under 13 years of age
Media Release/Waiver Form

Name(s) of Children (PRINT): _____
Name(s) of Parent/Guardian (PRINT): _____

I, the undersigned, _____ (PRINT NAME) _____ do hereby consent to have photographs and/or videos taken of my children, listed above, for use in any form of media and/or any publicity material (including social media sites) administered, produced or printed by (PARISH NAME), a church of the Roman Catholic Episcopal Corporation for the Diocese of Toronto, in Canada (Archdiocese of Toronto) or any other appropriate partners. The undersigned authorizes the photographer/production company to make reproductions of the photograph(s) and video(s) to be used at the full discretion of the above-mentioned parties.

The undersigned releases and forever discharges the aforementioned parties and the photographer/videographer/production company against all actions and claims.

I understand that my children’s personal information will be used solely for the purposes defined as Appropriate Uses in the Archdiocese of Toronto’s Privacy Policy. If I have inquiries and/or complaints related to the privacy of my children’s personal information, I can get further information from the Archdiocese of Toronto’s Privacy Officer through the following website: <https://www.archtoronto.org/privacy>

Names of Participant’s Parent/Guardian (PRINT): _____
Signatures of Participant’s Parent/Guardian: _____
Date: _____

If you have any questions about stewardship, please contact:

Office of Formation for Discipleship
Archdiocese of Toronto
1155 Yonge Street
Toronto, ON M4T 1W2

tel: **416-934-0606 | 416-934-3400 x523**
website: **www.archtoronto.org/stewardship**
email: **formation@archtoronto.org**



**Archdiocese
of Toronto**

Office of Formation for Discipleship
www.archtoronto.org/stewardship