

**ShareLife Committee  
Handbook**



[www.sharelife.org](http://www.sharelife.org)

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Charitable Registration No. 13063 2474 RR0001

**What is a ShareLife committee?**

ShareLife Committee is a volunteer group of parishioners and clergy that work on behalf of the parish to assist the Pastor in delivering a positive and effective ShareLife campaign. Since each parish owns their unique parish goals, volunteer committees are accountable to the Pastor. Volunteers are required to commit to a minimum of 4 hours per month from February to July 31. Three to four parishioners should comprise a ShareLife committee along with members of the clergy from the parish.

**Who are ShareLife committees ultimately responsible to?**

Since each parish own their unique parish goals, volunteer committees are accountable to the pastor.

**Who should select a ShareLife committee?**

Based on their knowledge of active parishioners, pastors should recommend and solicit committee members.

**Who would a committee member typically deal with?**

- Parishioners
- Pastors
- Parish admin staff
- ShareLife office
- Parish campaign officers
- Other parish committees
- School principals

**What should a typical volunteer be?**

- An active parishioner
- Empathetic toward those in need
- A people person
- A persuasive communicator
- Responsive to ShareLife needs at the parish
- Good organizational skills
- Enjoys developing and coordinating events
- Is bi-lingual (in second language parishes)

**What should the term of a ShareLife volunteer be?**

In order to re-apply best practices, leverage relationships and mentor new volunteers, it is suggested that each volunteer commit to a 2 year term. It is anticipated that on the average, the involvement of each volunteer will be a minimum of one hour per week.

**ShareLife Volunteer Interest Form**

New volunteers are asked to complete the 'ShareLife Volunteer Interest Form' in the following link: <https://www.surveymonkey.com/r/ShareLife>

### **Who is the committee helping through ShareLife?**

Your support empowers our 42 ShareLife-funded agencies to make their services happen, and so much more. Every contribution rebuilds hope, reaffirms respect and reinforces self-worth.

By supporting ShareLife, we are extending a helping hand to some of the most isolated, vulnerable and needy people in our region and around the world.

For the complete list of agencies including services and languages, please check the file 'ShareLife Agency List' in the resource page [www.ShareLife.org/Public/Resources](http://www.ShareLife.org/Public/Resources)

### **What does the Chairperson do?**

The Chairperson should be a leader in the parish and be willing to commit to the job until its completion. As a lay leader, you 'animate' the campaign. You have the important role of communicating to your fellow parishioners that they are an integral part of the ShareLife effort.

It is important to express your own commitment to the financial support of the campaign. Together with the pastor, you ensure the overall campaign plan is carried out within the time frame established. You must ensure volunteers understand the plan and the responsibilities assigned to them.

### **Use of Resources Page**

The ShareLife website offers resources for promoting the campaign. Parishes can download copies of the campaign guide, bulletin inserts, pulpit announcements, speaker guidelines, key date calendars, brochures, the Cardinal's letter, posters and ShareLife videos. Publicity Materials can be found in the following link: [www.ShareLife.org/Public/Resources](http://www.ShareLife.org/Public/Resources)

### **Committee Mentoring**

As an option, a ShareLife Campaign Officer will connect you with enthusiastic committee members from other parishes. Through our mentoring program you will meet committee members from other parishes and learn more about their campaigns. It's a great opportunity to improve your campaign success, socialize and network.

### **Hands-on experience: Book a ShareLife Agency Visit**

Committee members can visit one or more ShareLife-supported agencies to learn about their wonderful work. Upon request, we will connect you with staff from a ShareLife agency. As agency staff explain their services and answer their questions, ShareLife parish volunteers witness firsthand how the campaign supports those in need. When booking a visit, please contact the agency at least one week beforehand to ensure they can set aside the appropriate amount of time for your appointment.

## **What would a ShareLife volunteer do?**

Here are some great resources to make your parish campaign easier and fun. It may be customized based on your parish's needs:

### **Organize ShareLife Events**

As part of your parish campaign plan, consider hosting an event to raise awareness. An event can be as simple as a small scale social activity like a bake sale, or a larger scale event like a dinner or silent auction.

### **Book Speakers for In-Church Presentation**

In-church presentations by ShareLife agency speakers are one of the best ways to motivate parishioners to support the appeal. Invite at least one agency speaker to make a presentation at all Masses on a weekend.

### **Re-stock Envelopes**

Ensure envelopes are available in the pews or back of the church at all times. Re-stock envelopes as required.

### **Book Speakers at Events**

Invite a ShareLife agency to be part of your event. After your event has been scheduled, have an agency speaker make a short presentation while the event takes place.

### **Display Banners and Lawn Signs**

A large re-usable banner, which can be hung vertically or horizontally, provides visual awareness of ShareLife within the church. One of the simplest and effective ways to publicly support the ShareLife campaign is by visibly displaying your lawn sign in a high traffic area.

### **Show the ShareLife Video**

The ShareLife Parish Campaign Video is available for download on our website or in DVD format upon request. This valuable resource can be used to promote the campaign at Masses or ShareLife events. Video subtitles are available in several languages at [ShareLife.org/Public/Resources](http://ShareLife.org/Public/Resources).

### **Add ShareLife Announcements to the Bulletin**

The most widely-read weekly information piece is the parish bulletin. Use it to encourage donations, recruit volunteers, give updates on results, and to thank everyone for helping and contributing. Start early and use bulletin announcements weekly. Bulletin covers and announcements will be available in over a dozen languages at [ShareLife.org/Public/Resources](http://ShareLife.org/Public/Resources).

### **Create Parish-based Material**

Create parish-based materials such as flyers, events posters and bookmarks.

## **Post on Social Media**

ShareLife will feature the latest campaign news on Facebook, Twitter and Instagram at the handle “sharelifecan” Please post these social media links on your parish website and encourage parishioners to follow us on social media. Tag us when you post photos from your ShareLife events so that we can reshare them.

## **Distribute Posters & Brochures**

These provide a visual connection with ShareLife in the parish and provide information on ShareLife-funded agencies. Posters and brochures are available in several languages, please check [www.ShareLife.org/Public/Resources](http://www.ShareLife.org/Public/Resources)

## **Organize a ShareLife Informational Table**

Keep a rack of ShareLife information available at the entrance of the church for easy access. Have an information table with volunteers during collection weekends.

## **Encourage ShareLife Schools Campaign**

Invite your school community into the mission and vision of ShareLife by encouraging them to participate in the ShareLife campaign. 100% of funds raised by schools will be credited towards your parish total. Every English Catholic school in the Archdiocese of Toronto is invited annually to participate fully in the ShareLife campaign. Once a school completes their fundraising for ShareLife, they send funds directly to the ShareLife Office while identifying their affiliated parish.

## **Meeting Donors**

Organize individual or group meetings with ShareLife donors at the parish to thank them and also to motivate parishioners to support the appeal.

## **Reminders**

Speak about the need to support the work of the agencies as they serve the poor. Remind parishioners that supporting ShareLife is how we bring the Gospel to life in the Archdiocese of Toronto as we serve the needs of the community.

## **Thank Parishioners**

Thank parishioners for their support! Each week, be sure to thank parishioners for their support of ShareLife and invite those who have not yet made a contribution to do so.

## **What type of events does the ShareLife committee organize?**

As part of your parish campaign plan, consider hosting an event to raise awareness. An event can be as simple as a small scale social activity like a bake sale, or a larger scale event like a dinner or silent auction.

Hosting an event does not replace a parishioner’s contribution to ShareLife. An event provides an opportunity to support the campaign in another way. Raising awareness of the work of our agencies should be seen as an important part of any event that takes place. This awareness will, in turn, encourage support for the campaign.

If the opportunity presents itself, consider showing one or more of the ShareLife videos at the event. These can be downloaded from the ShareLife website. (A large monitor or projector and screen will be required.)

Consider involving your parish youth group with the set up and hosting of the activity. Involving the youth of the parish not only helps to get them involved, but also deepens their awareness of ShareLife. Parish groups such as the Knights of Columbus or Catholic Women's League can also help organize a parish event for ShareLife.

During the event, post pictures on ShareLife's Facebook page or tag @sharelifecan on Twitter or Instagram. This will help publicize your event to other parishes and the greater community.

Also, send details and photos to ShareLife so we can include them in our ShareLife Newsletter. Your ideas will inspire other parish committees!

Email Kris Dmytrenko at [kdmytrenko@archtoronto.org](mailto:kdmytrenko@archtoronto.org), Mariana Garcia at [mgarcia@archtoronto.org](mailto:mgarcia@archtoronto.org) or David McNerney at [dmcnerney@archtoronto.org](mailto:dmcnerney@archtoronto.org).

Here are some suggested ShareLife Events:

**Walkathon** – A walking marathon or sponsored walk is a community fundraiser in which participants raise money by collecting donations or pledges for walking a predetermined distance or course. In the past years, parishes had organized successful walkathons.

**Bake sale** - A bake sale is one of the most popular community engagement events. Invite parishioners to bring in baked goods, which can then be sold after Mass.

**Board game / trivia tournament** - Choose a fun game that most people are likely to be familiar with. Get four-person teams in place or facilitate individual participation.

**Ballroom dancing lessons** - Ballroom dancing has made a noticeable comeback. People of any age can get involved. The first step is talking to local dance instructors to see if they would be willing to donate their time for a series of lessons. Charge a small admittance fee with the proceeds to ShareLife.

**Car wash** - A car wash is one of the most recognizable community engagement ideas. Identify a suitable high traffic location.

**Cooking classes** - You can put on a cooking class fundraiser at the church's kitchen. You might want to cover the basics of cooking, focus on a specific type of ethnic food, or look at putting together a holiday meal. Charge a small participation fee with the proceeds going to ShareLife.

**Face painting / family carnival** - Children love having their faces painted! Organize a face painting booth, enlisting the help of some talented artists from your area. Consider making this part of a carnival event for families, with games and food for everyone.

**Yard sale** - Help your old items find new homes. This is a great opportunity for parishioners to clear out their clutter. Ask parishioners to get involved by donating unwanted items to a parish yard sale. It is also a great way to help the environment through re-use. Charge a table fee for participation with proceeds going to ShareLife.

**Photo contest** - Give aspiring photographers the chance to showcase their pictures. Have a competition and request submissions from people of all ages in your parish. Karaoke

**Karaoke** - A karaoke night fundraiser is great fun for all ages. Offer munchies and refreshments for sale, with all proceeds to ShareLife.

**Pancake breakfast** - Who doesn't like pancakes? This event is particularly suited for Sundays after Mass or on Shrove Tuesday as a kick-off for your parish ShareLife campaign. Consider hosting this event with your local school.

**Spaghetti dinner** - You can run a dinner on a large or small scale. Ask your local grocery stores and bakeries if they will donate ingredients. Tickets can be sold in advance. Ask a ShareLife agency to set up a display and make a short presentation.

**Silent auction** - Invite parishioners to donate an item or a service to offer for this auction. The advertisers on the back of your bulletin or parishioners who own companies may have items such as sports tickets they are willing to contribute. Services such as lawn trimming, cleaning, babysitting, haircuts, car repairs, and many others can be popular items. Hold the auction over two weekends and close the bids after the last Mass on the second weekend.

**Used book, DVD and CD Sale** - Many parishioners have gently used books, DVDs and CDs that need a new home. This event can be very popular in parishes with young families. Invite parishioners to bring in their items for sale at a low price (like \$2 each).

**Facilitate a workshop** - You've probably participated in a workshop that teaches practical skills and is conducted by someone like you. People are interested in workshops on subjects ranging from cake decorating to bike repair. Now it's your turn to conduct one! Co-facilitators can greatly expand the possibilities of a given workshop. Charge a participation fee with the proceeds going to ShareLife.

**Host a networking event** - ShareLife Donors are encouraged to host networking events for friends, family and fellow parishioners. When you plan and sponsor a networking event, you're transformed into a leader in the community. Inspire others with your own example!

**Christian meditation class for young adults and professionals** - According to Forbes Magazine, 42% of millennials have meditated at least once in the past year. Why is it becoming so popular? While the American Psychological Association reports that millennials are the most stressed out generation in history, people who meditate say it makes them calmer, more focused, and ready to take on life's challenges. Host a meditation class at the parish and charge a small participation fee, with the proceeds going to ShareLife.

**Your own event idea** - Be creative and have fun!

### **Do you have any question?**

Please contact Parish Campaign Officers:

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**Thank you!**

**SL ShareLife**

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