



Catholic Diocese of Columbus



LEAF Roles & Responsibilities

The LEAF (Listening, Encouraging & Assisting Families of the Incarcerated) is a resource and referral ministry that offers a community of compassion, caring and support to families and loved ones of the incarcerated, irrespective of faith affiliation. Through our website and through our meetings families will find non-judgmental fellowship, answers and resources to address their current difficulties. LEAF is here to proclaim the love of Jesus Christ in the form of comfort and community and to shine a light of hope.

Title: LEAF Parish Ministry Leader

Duties/Expectations: Through peer-led support groups, families are invited to gather in a safe space to share their joys, their trials and their daily victories with others on the same journey. LEAF provides an attentive ear, genuine concern and thoughtful suggestions for dealing with an incarcerated family member. As a LEAF parish ministry leader you will be responsible for:

- Securing a time and place for monthly support groups
- Promoting the support group through dissemination of flyers, bulletin inserts, etc.
- Obtaining and/or purchasing necessary resources for the group
- Attending and facilitating the group
- Maintaining contact with your diocesan LEAF representative through a monthly report about items such as: progress of the ministry, beginning and ending of a group, questions or concerns, etc.

Commitment: At least one year of monthly meetings. Groups are held monthly for one to two hours. A LEAF leader also must participate in a two-hour LEAF training with their diocesan LEAF representative. If no one shows up for a group, a LEAF leader is asked to continue to show up and pray for the group and families.

Qualifications and requirements: Personal experience with a loved one being incarcerated or familiarity with prison ministry and facilitation of support groups. Willingness to learn, good listening and nonjudgmental personality also important.

Benefits: The Lord calls us to love our brothers and sisters, including those who are imprisoned and their families. Hebrews 13:3 states, "Remember those who are in prison, as though in prison with them." Through volunteering as a LEAF parish ministry leader, you are saying "yes" to God through your service and love. You have the opportunity to make a difference in the lives of others as well as learn and grow yourself.



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Title: Diocesan LEAF Representative

Duties/Expectations: Your diocesan LEAF representative is here to assist you in starting a LEAF ministry at your parish. They will work with you through the planning, training, and implementation of your group and ensure that you are comfortable with sustaining the program. To this, the diocesan LEAF representative will be responsible for:

- Providing information on the LEAF ministry
- Training ministry leaders in your parish
- Creation and distribution of promotional materials
- Attending the first three support groups (more if necessary)
- Maintaining contact with ARCH Ministry and sharing all necessary information with the group
- Serving as an ongoing resource to answer questions, provide suggestions for the group, etc.

I have received, reviewed and fully understand the volunteer description for LEAF Parish Ministry Leader. I further understand that I am responsible for functions described therein.

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Diocesan Rep. Signature: _____

Date: _____