

# ST. PATRICK'S CHURCH



## VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities  
RC DIOCESE OF CALGARY

### Extraordinary Minister of Communion to Homes/Institutions

#### Overview

The purpose of this ministry is to bring Holy Communion to parishioners who are unable to attend regular liturgy. This ministry provides the homebound and institutionalized with a sense of community and belonging

#### Activities/Responsibilities

- Ensure that an adequate amount of Holy Eucharist is received in the pyx during liturgy and/or from the tabernacle.
- Contact the parishioners to arrange a convenient time and date for the visit.
- Conducts a brief prayer service with each parishioner and distributes Holy Eucharist to them
- Ensures all is well with the parishioner before departing
- Return the pyx and other supplies to the allocated place at the church
- Actively seeks information from the Coordinator regarding new homebound and institutionalized parishioners and their special needs.
- Must always work in pairs
- Brings to the attention of the Coordinator any matters related to changes in the health and/or spiritual needs of the homebound and /or institutionalized.
- Has necessary transportation to the homebound and institutionalized parishioners.

**\*The Two Adult Rule should be exercised in ministry duties.**

#### Skills, Experiences, Personal Traits and Qualifications

- Is registered and in good standing with the Church
- Must be at least 18 years of age.
- Is a good listener and respectful of others
- Is flexible and open-minded in response to each situation
- Has an understanding of the issues relevant to the homebound and institutionalized
- In cases of emergency, knows contact and/or procedures

**Screening Checklist for this High Risk Position at St. Patrick's Church**

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Interview
- Three personal reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups to be conducted

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Parish Volunteer Screening Coordinator

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Pastor

Date: \_\_\_\_\_

RC Bishop of Calgary-Rev. February, 2013