

ST. PATRICK'S CHURCH

VOLUNTEER MINISTRY POSITION DESCRIPTION

Funeral Vigil Coordinator

Overview

The vigil for the deceased is the principal rite celebrated by the Church in the time following death and before the funeral. At the vigil, the Christian community keeps watch with the family in prayer. The vigil in the form of the liturgy of the word consists of the introductory rites, the liturgy of the word, the prayer of intercession and a concluding rite.

Activities/Responsibilities

- Responsible for recruiting, training, evaluation and managing Funeral Vigil members
- Maintains contact lists of members and submits changes to the PVSC
- Attends meetings of Ministry Coordinators as required.
- Will conduct funeral vigils as required.

Skills, Experience, Personal Traits and Qualifications

- Is an active participant in parish worship.
- Is familiar with the procedures involved in Funeral Vigils

Screening Checklist for this Low Risk position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____

Rev. February, 2013