

ST. PATRICK'S CHURCH

Volunteer Ministry Position Description

Lector Coordinator



Overview

The proclamation of the Word of God, done with clarity and reverence, brings people into a redeeming and transforming relationship with Jesus Christ, the true Word of God. The Lector Coordinator, under the direction of the Pastor, supervises, manages, trains and schedules lectors for liturgical celebrations, especially the Sunday mass.

Activities/Responsibilities (list may be adapted as locally appropriate)

- Responsible for recruiting, training, scheduling and managing all Lectors
- Maintains contact lists of Lectors and promptly submits changes to PVSC
- Acts as a Lector when needed, especially for short notice cancellations
- Plans and facilitates meetings for Lectors as required for training and organizing
- Is available to offer support, suggestions and feedback for Lectors
- Delivers training on liturgical theology, the lectionary, proclamation procedures and skills
- Collaborates with the Pastor or Pastoral Team, in particular for special liturgies
- Attends meetings and training at both the Parish and diocesan levels.

Skills, Experience, Personal Traits and Qualifications

- Must be at least 18 years of age and a volunteer in the parish for at least one year
- Is a fully initiated Catholic who actively participates in parish worship and life
- Is recognized within the parish community as a prayerful person of good reputation
- Demonstrates love and reverence for the Bible, the mass and liturgical celebration as well as a willingness to growth in personal holiness
- Available to attend various masses to support Lectors
- Has appropriate leadership, organizational and communications skills
- Sensitive to diversity of people involved in this ministry and can maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care

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 _____

RC Bishop of Calgary- Rev. February, 2013