

# ST. PATRICK'S CHURCH



## VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities  
RC DIOCESE OF CALGARY

### **Pastoral Care Coordinator**

#### **Overview**

Under the direction of the Pastor, the Pastoral Care Coordinator is responsible for organizing and training the lay pastoral visitors and insuring that they make regularly scheduled visits. The Coordinator introduces and follows up on a regular basis with both the pastoral visitors and the households and institutionalized to ensure that the arrangements work satisfactorily. The Coordinator must be available to the pastoral visitors when needed and must keep the Pastor informed regularly.

#### **Activities/Responsibilities**

- Maintains a current list of active pastoral visitors and informs the PVSC of any changes.
- Maintains current records of the housebound and institutionalized in the parish that have requested visits
- In organizing pastoral visits, ensures, as possible, that the Two Adult rule is applied.
- Assists in recruiting, training, supervision and evaluation of Pastoral Visitors
- Observes confidentiality with private matters of those who are visited.
- Meets occasionally with the Lay Pastoral Visitors for support, supervision and on-going training.

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

- Is in good standing with the Church, the Pastor and the parish community.
- Has been a Lay Pastoral Visitor for at least 2 years.
- Has a clear understanding of the non-judgmental role of the Pastoral Visitor
- Has a clear understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has solid theoretical and practical knowledge of the Eucharist and the theology of pastoral care.
- Is comfortable dealing with the elderly, infirm or disabled people.
- Desires to serve the community and to commit time and talents to this ministry.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**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
- An interview
- Three reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation; Completion of on-line training program for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups

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Parish Volunteer Screening Coordinator

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Pastor

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

RC Bishop of Calgary-Rev. February, 2013