

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Pastoral Care Visitor

Overview

The Pastoral Care Visitor makes regularly scheduled visits to assigned housebound and institutionalized parishioners. They are commissioned Extraordinary Ministers of Communion who have participated in the Lay Pastoral Care Visitor's Program and mandated by the Pastor.

Activities/Responsibilities

- Visits persons at the request of the Pastoral Care Coordinator
- ***Must always work in pairs or a group.***
- Contacts the parishioners to arrange a convenient time and date for the visit.
- Actively seek information from the Coordinator regarding new homebound and institutionalized parishioners and their needs.
- Prepares all necessary items such as: prayer cards, pyx, Holy Eucharist etc, prior to the visit.
- At the comfort level of the person may conduct a brief prayer with each parishioner and distributes Holy Communion to them.
- Engages in conversation regarding personal and family information as well as current topics in the news.
- Ensures all is well with the person before departing.
- Brings to the attention of the Coordinator any matters related to changes in health and/or spiritual needs of the person being visited.
- Observes confidentiality with private matters of those who are visited.

Skills, Experiences, Personal Traits and Qualifications

- Is a good and compassionate listener and show respect to others
- Has a clear understanding of the non-judgmental role of the Pastoral Care Visitor
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Is able to relate well with others.
- Is an active participant in parish worship.
- 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

Parish Volunteer Screening Coordinator

Pastor

Date: _____

RC Bishop of Calgary-Rev. February, 2013