

ST. PATRICK'S CHURCH



Our Parish Communities

RC DIOCESE OF CALGARY

VOLUNTEER MINISTRY POSITION DESCRIPTION

Bible Study Coordinator

Overview

Under the direction of the Pastor, the Bible Study Coordinator coordinates a Parish based Scripture study that leads people to a greater understanding of the Bible, an awareness of God's living presence in Sacred Scripture and an appreciation of how the Bible can be applied to daily life. Through personal study, small group discussion, lecture, and prayer, the Bible Study provides a balance of scholarship, reflection and application.

Activities/Responsibilities

- Establishes which scripture readings will be studied throughout the course of the program.
- Sets up a program including the start and end dates for the program.
- Prepares for each session by reflecting on the chosen scripture readings.
- May enhance Bible Study Program by inviting guest speakers and/or including resource materials.
- Ensures that each participant has the necessary resources to participate in the program.
- Develops a plan for publicizing the Bible Study Program and recruiting participants.
- Prepares the meeting room and greets participants as they arrive.
- Leads the group through the readings while encouraging and motivating the participants in the discussion.
- Guides prayer and creates an environment where open communication and faith-filled sharing can occur.
- Liaises with the Pastor and/or Pastoral Team on an ongoing basis for guidance and support.

Skills, Experiences, Personal Traits and Qualifications

- Is a fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age.
- Is familiar with the processes and pedagogy involved in the coordination and delivery of a bible study Program.
- Possesses a good knowledge of the teachings of the Catholic Church, Theology and Scripture.
- Has appropriate leadership and facilitation skills
- Is able to communicate well with others.

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