

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS
Name of Group / Ministry	Pastoral Ministry to the Shut-ins
Accountability	Pastor
Purpose of Ministry	<ul style="list-style-type: none"> ▪ Minister to the shut-in ▪ Bring Eucharist to them ▪ Provide parish connection
Participant Group	Shut-ins
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Act as liaison with the Pastor ▪ Know the appropriate liturgy for distribution of the Eucharist ▪ Maintain confidentiality
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Baptized, practising Catholic ▪ Active member of the church community ▪ Good listener ▪ Ability to communicate ▪ Dependability ▪ Ability to relate and respond ▪ Ability to remain objective
Time Commitment	2 hours per week, as per schedule
Duration	2-year term, renewable
Orientation and Training	<ul style="list-style-type: none"> ▪ Regular team orientation for this ministry ▪ Semi-annual workshop
Support	Pastor and Parish team
Supervision	Feedback from participants
Evaluation	Review annually
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview ▪ Reference checks ▪ Police Record Check ▪ Orientation and Training ▪ Receive Parish Volunteer Guidelines, Sign Volunteer Covenant ▪ Supervisory checks and evaluations
<p>Date approved: _____ Dates Reviewed: _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

Sample