

## Adoration Coordinator

### ➤ Overview

Under the direction of the Pastor, the Adoration Coordinator schedules and promotes adoration at the parish. They are involved in the prayer and adoration life of the Church, and inspire others to pray.

### ➤ Activities/Responsibilities

- Encourages and promotes the adoration of the Blessed Sacrament in the parish.
- Develops and maintains a schedule for adoration.
- Ensures that person(s) are present during the hours of adoration.
- Arranges the set-up of flowers and candles for adoration of the Blessed Sacrament.
- Addresses other matters, as they arise, regarding the adoration of the Blessed Sacrament.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

#### Other specifics:

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### ➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Is active in parish worship.
- Is recognized within the parish community as a person of solid reputation.
- Is sensitive to the use of the church for the parish community's Liturgical celebrations as well as for private prayer and reflection.
- Is familiar with the ritual and theological implications and meanings of the adoration of the Blessed Sacrament.
- Possesses good organizational skills.
- Can relate effectively and communicate clearly with others.

### ➤ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy, enthusiastic and able to motivate others.
- Needs to be a person of prayer.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

➤ **Orientation and Training**

Standard Parish orientation program.

➤ **Participant Group**

Parishioners wishing to participate in the adoration of the Blessed Sacrament.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

\_\_\_ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the spiritual life of the parish community.

Will have a direct impact on building community within the parish.

This is a volunteer position requiring a time commitment of \_\_\_ hours per week/ \_\_\_ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position.

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

**This ministry position description accurately reflects the Ministry of Adoration Coordinator**

**currently practiced at** \_\_\_\_\_.  
(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**