

Bereavement Team Coordinator

➤ Overview

Under the direction of the Pastor, the Bereavement Team Coordinator is responsible for the Bereavement Ministry and setting goals to reflect the needs of the parish. The purpose of this ministry is to provide support to those who are experiencing grief.

➤ Activities/Responsibilities

- Maintains contact list of Bereavement Team Members.
- Ensures any changes in the list of Bereavement Team Members are communicated promptly to the Parish Volunteer Screening Committee.
- Under the direction of the Pastor or his appointed delegate, will recruit new Bereavement Team Members as needed basis and will arrange for their required and ongoing training and orientation.
- Provides resources and available training that is relevant to this ministry.
- Provides active and ongoing support to Bereavement Team Members on an ongoing basis.
- Ensures that Bereavement Team Members have the necessary information about the bereaved person(s) in order to carry out their role.
- Supervises the quality and effectiveness of Bereavement Team visits.
- Identifies or is informed by Pastor the bereaved in the parish community requiring this service and keeps a current list of the bereaved and the visits.
- Develops a library of resources for bereavement ministry and other associated materials that can be used by Bereavement Team Members and bereaved families.
- Will undertake the initial contact for all parishioner requests for this service and will assign teams accordingly.
- Will schedule, organize and lead regular ongoing meetings.
- Will attend along with Bereavement Team Members on a rotating basis.
- Ensures that at least two adult volunteers are present at all times during Bereavement visits.

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:

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Has sensitivity and an understanding of grief, loss and bereavement.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Possesses good listening skills, relational skills and good judgment.
- Needs to be a person of prayer.
- Is comfortable in the presence of sadness, tears, and intense emotion.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

➤ **Orientation and Training**

Standard parish orientation program.

Must complete bereavement training or equivalent as approved by the Pastor.

➤ **Participant Group**

Bereavement Team Members, the bereaved and their family/friends.

➤ **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 develop pastoral care skills.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position which requires a time commitment of ___ hours per week/ ___ hours per month.

Must be available to attend all regularly scheduled meetings.

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

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

Volunteer Ministry Position Description – Bereavement Team Coordinator

An interview and personal reference checks are required.
A Criminal Record Check is required.
Training and orientation are required.
There will be supervision and periodic evaluations.
Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Bereavement Team	
Coordinator currently practiced at _____.	
(Parish Name)	

Parish Volunteer Screening Committee	
_____	_____
Pastor	Date

Prepared by: Archdiocese of Toronto