

## 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 schedule 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 Pastor and/or Pastoral Team on an ongoing basis for guidance and support.

**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.
- Must be at least 18 years of age.
- Is recognized within the parish community as a person of good reputation.
- 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.
- Can relate effectively and communicate clearly with others.
- Possesses good organizational skills.
- 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.
- Needs to be a person of prayer.
- 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 and training provided by previous Bible Study Coordinator or Pastor. Other training may be required as determined by Pastor.

➤ **Participant Group**

People attending the Bible Study Program and the parish community.

➤ **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 participants' spiritual development.

Will further develop leadership and organizational 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**

*If a general risk ministry has activities/responsibilities that are considered high risk as determined in the Parish Volunteer Screening Resource Manual High Risk Level Criteria, this ministry will be deemed as High risk.*

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 Bible Study Coordinator currently practiced at \_\_\_\_\_.**  
(Parish Name)

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

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**