

Lay Pastoral Visitor’s Coordinator

➤ Overview

Under the direction of the Pastor, the Lay Pastoral Visitor’s Coordinator is responsible for organizing and training the Lay Pastoral Visitors and ensuring that they make regularly scheduled visits. The Coordinator introduces and follows up on a regular basis with both the Lay Pastoral Visitor and the housebound to ensure that the arrangement works satisfactorily. The Coordinator must be available to the Lay Pastoral Visitors when needed and must keep the Pastor informed regularly.

➤ Activities/Responsibilities

- Maintains a current contact list of Lay Pastoral Visitors.
- Maintains current records of the housebound in the parish that have requested visits including contact information, special needs, emergency contact, and any other relevant information.
- Ensures any changes in the list of Lay Pastoral Visitors are communicated promptly to the Parish Volunteer Screening Committee.
- Contacts the parishioners to arrange a convenient time and date for the visit once the Pastor has given this information to the Coordinator.
- Provides training and orientation for new Lay Pastoral Visitors to familiarize them with the requirements of the position.
- Provides necessary information to the Lay Pastoral Visitors regarding new homebound and institutionalized parishioners and their special needs.
- Is available to receive any information that arises related to changes in health and/or spiritual needs of the person(s) being visited.
- Observes confidentiality with private matters of those who are visited.
- Is available to collect records of all visits (including dates and times).
- Meets occasionally with the Lay Pastoral Visitors for support, supervision and on-going training.
- Meets occasionally with the Pastor to review the Program.

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 21 years of age and duly prepared for this role.
- Is recognized within the parish community as a person of good reputation.
- Has been registered with the parish for at least 2 years.
- Has been a Lay Pastoral Visitor for at least 2 years.
- Has a clear understanding of the non-judgmental role of the Lay Pastoral Visitor.
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has an ability to relate and communicate effectively with others.
- Has solid theoretical and practical knowledge of the Eucharist and the theology of pastoral care.
- Has appropriate leadership and organizational skills.
- Can relate effectively and communicate clearly with others.
- 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.
- Non-judgmental attitude toward housebound parishioners.
- Honest, dependable and can maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable dealing with elderly, infirm, or disabled people.
- Is friendly, patient and has good relational skills.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard parish orientation program.

On-site training from previous Lay Pastoral Visitor’s Coordinator.

➤ **Participant Group**

Lay Pastoral Visitors and the housebound parishioners.

➤ **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 social well-being of the parish community.

Will further develop organizational and leadership skills.

Will impact the spiritual well being of the homebound and/or institutionalized.

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

May be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.

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

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

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

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 Lay Pastoral Visitor

Coordinator currently practiced at _____
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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