

## **Lay Pastoral Visitor**

### ➤ **Overview**

Lay Pastoral Visitor makes regularly scheduled visits to assigned housebound parishioners. Lay Pastoral Visitors are commissioned Extraordinary Ministers of Communion who have participated in the Lay Pastoral Visitor's Training Program and are mandated by their Pastor.

### ➤ **Activities/Responsibilities**

- Visits persons at the request of the Pastor and/or Lay Pastoral Visitor Coordinator.
- Must always work in pairs or in a group.
- Contact the parishioners to arrange a convenient time and date for the visit.
- Check the schedules and be sure to notify the Coordinator in case of scheduling conflict.
- Actively seek information from the Coordinator regarding new homebound and institutionalized parishioners and their special needs.
- Ensure adequate amount of Holy Eucharist is received in the pyx during liturgy and/or from the tabernacle.
- Prepare all necessary items such as; prayer cards, pyx, Holy Eucharist, etc. prior to the visit.
- Prayerfully meditate in preparation for a meaningful visit.
- Ensure the parishioner(s) is/are prepared and ready to receive the Eucharist and pay particular attention to their special needs.
- At the comfort level of the person may conduct a brief prayer service with each parishioner and distributes Holy Eucharist to them.
- Reminds the person that the parish cares about them and gives them a sense of belonging in the community.
- At the comfort level of the person, the Lay Pastoral Visitor engages in conversation regarding personal and family information as well as current topics in the news.
- Ensure all is well with the person before departing.
- Has necessary transportation for visits.
- Brings to the attention of the Coordinator any matters 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.
- Must keep a record of all visits (including dates and times) to be given to Lay Pastoral Visitor Coordinator.
- Return the pyx and other supplies to the allocated place at the parish.

**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 a skilled and compassionate listener and shows respect to others.
- Has a clear understanding of the non-judgmental role of the Lay Pastoral Visitor.
- Can relate effectively and communicate clearly with others
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has participated in a training process that reflects on the Eucharist and Liturgy.
- 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 in the presence of sadness and tears.
- Is comfortable dealing with elderly, infirm, or disabled people.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- 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.

Participation in a Lay Pastoral Visitor’s Training Program as well as on-site training with more experienced Lay Pastoral Visitors or the Lay Pastoral Visitor’s Coordinator.

➤ **Participant Group**

Housebound parishioners.

➤ **Support, Supervision, and Evaluation**

The Lay Pastoral Visitor’s Coordinator 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 pastoral care and relational 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.

Will 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 and training sessions 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**

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

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

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**