



Ministry Position: Adoration Coordinator

Date Last Reviewed: July 2019

◆ Position 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

- Encourage and promote the adoration of the Blessed Sacrament in the Parish.
- Develop and maintain a schedule for adoration.
- Ensure that person(s) are present during the hours of adoration.
- Arrange the set-up of flowers and candles for adoration of the Blessed Sacrament.
- Address 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

- Participates actively in parish worship
- Is recognized within the parish community as a person of good reputation
- Is a fully initiated member of the Catholic Church in good standing
- 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.

◆ **Screening Requirements**

This is a General Risk Position

Before volunteering begins:

- Complete a Volunteer Application Form
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and an end-of-term review

◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

◆ **Participant Group**

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

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

_____ year term with the ability to renew.

◆ **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.
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.



Archdiocese
of Toronto

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Adoration Coordinator** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department