



Ministry Position: Prayer Group Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Pastor, the Prayer Group Coordinator oversees and supports the Prayer Group. The Prayer Group gathers on an ongoing basis to pray, reflect, read scripture and share personal experiences, and may at times support the community with visitations to facilities where vulnerable persons may be present (i.e. schools, nursing homes, hospitals, long-term care facilities).

◆ Activities/Responsibilities

- Maintain contact list of Prayer Group members and those interested in joining
- Support the Pastor with the appropriate screening requirements for all volunteers within this group under the screening requirements of the Archdiocese of Toronto
- Plan, develop and initiate prayer group gatherings by scheduling presenters, clergy and religious and other guests
- Coordinate and support other Prayer Group related activities
- Develop and promote special Prayer Group events within the parish
- Bring any matters related to the spiritual needs of the participants to the attention of the Pastor
- Encourage participants to actively participate in prayer group gatherings
- Ensure that appropriate materials are available for the program and communicate the purchase of required resources to the Pastor
- Visitations to vulnerable persons may be involved in this role
- Observe confidentiality with private matters of the participants

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

- Fully initiated member of the Catholic Church in good standing



Archdiocese of Toronto

- Must be at least 18 years of age.
- Recognized within the parish community as a person of good reputation.
- Must have a working knowledge of Scripture and the teachings of the Catholic Church
- Has appropriate leadership and facilitation skills
- Has good 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
- A prayerful leader who is open to study scripture and theology
- Willing to deepen one's own spiritual life
- Honest, dependable and can maintain strict confidentiality
- Respects the privacy and dignity of the housebound
- Comfortable in the presence of individuals who may become emotional
- At ease with social encounters, and can look people in the eye
- Friendly, patient and has good relational skills.
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training.



◆ **Participant Group**

Prayer group members, and others interested in joining the Prayer Group.

◆ **Support, Supervision and Evaluation**

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

◆ **Length of Ministry Appointment**

One (1) 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.
- Will further develop leadership, communication and facilitation skills.
- Must be available to attend all regularly scheduled meetings.
- 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.

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 **Prayer Group 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