



Ministry Position: Bereavement Team Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Pastor, the Bereavement Team Coordinator is responsible for the Bereavement Ministry and setting goals to reflect the needs of the parish. The purpose of this ministry is to provide support to those who are experiencing grief.

◆ Activities/Responsibilities

- Maintain contact list of Bereavement Team Members
- Ensure any changes in the list of Bereavement Team Members are communicated promptly to the Parish Volunteer Screening Committee
- Recruit new Bereavement Team Members and arrange for their required and ongoing training and orientation, under the direction of the Pastor or his appointed delegate
- Provide resources and available training that is relevant to this ministry
- Provide active and ongoing support to Bereavement Team Members
- Ensure that Bereavement Team Members have the necessary information about the bereaved person(s) in order to carry out their role
- Supervise the quality and effectiveness of Bereavement Team visits
- Identify and keep a current list of the bereaved in the parish community requiring support, as well as visits to the bereaved
- Develop a library of resources for bereavement ministry and other associated materials that can be used by Bereavement Team Members and bereaved families
- Undertake the initial contact for all parishioner requests and assign teams accordingly
- Schedule, organize and lead regular ongoing meetings
- Attend visits along with Bereavement Team Members on a rotating basis
- Ensure that at least two adult volunteers are present at all times during Bereavement visits

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
- Must be at least 18 years of age
- Recognized within the parish community as a person of good reputation
- Has appropriate leadership and facilitation skills
- Has good organizational skills
- Can relate effectively and communicate clearly with others
- Demonstrates sensitivity and an understanding of grief, loss and bereavement
- 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
- Possesses good listening skills, relational skills and good judgment
- Needs to be a person of prayer
- Comfortable in the presence of sadness, tears, and intense emotion
- 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. Must complete bereavement training or equivalent as approved by the Pastor.



◆ **Participant Group**

Bereavement Team Members, the bereaved and their family/friends.

◆ **Support, Supervision and Evaluation**

The Pastor 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 develop pastoral care skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- 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.

<p>This Ministry Position Description accurately reflects the ministry of <u>Bereavement Team Coordinator</u> currently practised at, _____ Parish.</p>		
<p>Pastor’s Signature</p> <p>PASTOR NAME</p>	<p>Parish Volunteer Screening Coordinator’s Signature</p> <p>COORDINATOR NAME</p>	<p>Date</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department