



**Ministry Position: Lay Pastoral Visitor Coordinator**

**Date Last Reviewed: July 2019**

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### ◆ **Position Overview**

The Lay Pastoral Visitor Coordinator, under the direction of the Pastor, is responsible for organizing and training the Lay Pastoral Visitors and ensuring that they make regular scheduled visits to homebound and/or institutionalized parishioners. The Coordinator introduces and follows up on a regular basis with both the Lay Pastoral Visitor and the homebound to ensure that the arrangement works satisfactorily. The Coordinator must be available to the Lay Pastoral Visitors when needed, and regularly keeps the Pastor informed.

### ◆ **Activities/Responsibilities**

- Maintain a current contact list of Lay Pastoral Visitors
- Prepare and maintain a schedule for the Lay Pastoral Visitors
- Maintain current records of the homebound in the parish with requested visits including contact information, special needs, emergency contact, and other relevant information
- Ensure any changes to the list of Lay Pastoral Visitors are communicated promptly to the Parish Volunteer Screening Committee
- Participate as a Lay Pastoral Visitor as necessary, with all the responsibilities of that ministry position (see the appropriate ministry position description for full list of responsibilities)
- Recruit new Lay Pastoral Visitors in consultation with Pastor
- Provide training and orientation for new Lay Pastoral Visitors to familiarize them with the requirements of the position
- Contact the parishioners to arrange a convenient time and date for the visit once the information has been received by the Pastor
- Provide necessary information to the Lay Pastoral Visitors regarding new homebound and institutionalized parishioners and their special needs
- Be available to receive any information that arises related to changes in health and/or spiritual needs of the person(s) being visited
- Observe confidentiality with private matters of those who are visited
- Be available to collect records of all visits (including dates and times)
- Meet regularly with the Lay Pastoral Visitors for support, supervision, on-going training and formation, and evaluation
- Ensures that all Lay Pastoral Visitors receive and complete the yearly Self-Review and Annual Offence Declaration Form
- Complete the designated section of the Self-Review for and discuss evaluation with Lay Pastoral Visitor



- Meet regularly 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.**

<b>Other specifics:</b>
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### ◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in full communion with the Church
- Registered with the parish for at least 2 years
- Had been a Lay Pastoral Visitor for at least 2 years
- Has good listening and empathy skills
- Demonstrates maturity and sound judgement
- Recognized within the parish community as a person of good reputation
- Demonstrates a clear understanding of the non-judgemental role of the Lay Pastoral Visitor
- Flexible and open-minded in response to each situation
- Understands the issues relevant to the sick, homebound, and elderly.
- Has an ability to relate and communicate effectively with others.
- Has a solid theoretical and practical knowledge of the Eucharist and the theology of pastoral care.
- Has appropriate leadership and organizational skills.
- 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 homebound and institutionalized parishioners
- Honest, dependable and can maintain strict confidentiality
- Pays close attention to detail
- Respects the privacy and dignity of the homebound and institutionalized parishioners
- Comfortable dealing with elderly, infirm, or persons with a disability
- 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.



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- A caring presence
- Committed to prayer, gospel values and spiritual growth

### ◆ **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 and training provided by previous Coordinator, Pastor and the Office of Formation for Discipleship.

### ◆ **Participant Group**

Lay Pastoral Visitors and parishioners who are homebound and/or institutionalized.

### ◆ **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**

- Opportunity to directly contribute to the spiritual well-being of the parish community
- Opportunity to impact the spiritual well being of the homebound and/or institutionalized while deepening your own spirituality
- Opportunity to further develop organizational and leadership skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement



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- May be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions
- Complete initial orientation session and training program
- Committed to ongoing training and formation.
- 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 **Lay Pastoral Visitor 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**