



Ministry Position: Outreach Program Friendly Visitor

Date Last Reviewed: July 2019

◆ **Position Overview**

Under the direction of the Pastor, Friendly Visitors serve those in the parish and surrounding community who are in need of social interaction.

◆ **Activities/Responsibilities**

- Visit persons at the request of the Pastor and/or Outreach Program Coordinator
- Check the schedules and be sure to notify the Coordinator in case of scheduling conflict
- Bring to the attention of the Coordinator any matters 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
- Must always work in pairs or in a group
- Remind the person that the parish cares about them and gives them a sense of belonging in the community
- Engage in conversation regarding personal and family information as well as current topics in the news, based on the comfort level of the person being visited
- Ensure all is well with the person before departing
- Has necessary transportation for visits
- Must keep a record of all visits (including dates and times) to be given to Outreach Program Coordinator

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**

- Active in parish worship and has been registered with the parish
- Should be at least 18 years of age
- Be a good listener and respectful to others



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- Recognized within the parish community as a person of good reputation
- Flexible and open-minded in response to each situation
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized
- 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
- Comfortable in the presence of sadness and tears
- 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
- Has 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**

People within the community who require visits.

◆ **Support, Supervision and Evaluation**

The Outreach Program Coordinator 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 social well-being of the community
- Will further develop relational skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- 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 **Outreach Program Friendly Visitor** 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