

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Communion Minister to the Homebound

DATE: July 2013

REPORTS TO: Communion Ministry to the Homebound Coordinator

RECEIVES WORK DIRECTION FROM: Ministry Coordinator

DIMENSIONS: Time: approximately one hour per week

PURPOSE:

The Communion Minister takes communion to persons unable to attend Mass. The person may reside in a private residence, nursing home, rehab facility, assisted living facility, or is hospitalized. The Communion Minister is attuned to the need for other sacraments including Reconciliation and Sacrament of the Sick and makes these needs known to the Ministry Coordinator, priest, Parish Nurse or office receptionist.

RESPONSIBILITIES:

1. Accepts assignments from Ministry Coordinator. Notifies Ministry Coordinator when unable to do so for an extended period of time.
2. Takes communion weekly to assigned person. Notifies Ministry Coordinator when unable to do so or when person assigned is unable to receive communion.
3. Distributes ashes during within one week following Ash Wednesday.
4. Notifies Ministry Coordinator or parish office when assigned person needs other sacraments.
5. Notifies Parish Nurse when assigned person needs other services or condition deteriorates.
6. Create an approachable and welcoming environment where assigned person feels comfortable bringing their physical, spiritual and emotional needs in a spirit of confidentiality.
7. Provides regular communication with Ministry Coordinator as appropriate.
8. Refers hurting individuals to Parish Nurse and/or Ministry Coordinator when appropriate.
9. Participates in retreats and trainings for the Homebound Communion Ministry Group.
10. Makes certain that confidentiality is maintained.
11. Maintains and nourishes own spiritual life and growth through such means as, daily prayer and reflection, devotions, liturgy of the hours, personal retreats, and quarterly holy hour during times of public Adoration.

QUALIFICATIONS:

1. Be appointed by the Archbishop as Eucharistic Ministers, renewable every three years
2. Be sincere Catholic Christians, persons known for their goodness, who seriously follow the Christian way of life. They should be at ease with other people.
3. Be faithful Catholics who have received the sacraments of Baptism, Confirmation, and Eucharist, and participate faithfully in the sacramental and liturgical life of the Church.

4. Foster their own devotion to the Eucharist and show an example to the rest of the faithful by their own devotion and reverent and prayerful manner. .
5. Possess a certain degree of psychological maturity.
6. Complete initial orientation and training for Homebound Communion Ministry.
7. Complete Safe Environment training and paperwork.
8. Maintain confidentiality.

SIGNATURES:

Volunteer: I have reviewed this position description and agree it is an accurate representation of the responsibilities of my ministry. I agree meet these responsibilities to the best of my ability.

VOLUNTEER SIGNATURE:

DATE:

Ministry Leader: I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this ministry.

MINISTRY LEADER SIGNATURE:

DATE: