

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Bereavement Team Coordinator
Accountability	Pastor
Purpose of Ministry	The purpose of this ministry is to provide support to individuals who are experiencing grief through the death of a loved one. The Church calls each member of Christ's Body to participate in the ministry of consolation: to care for the dying and to comfort all who mourn. Our Lord is the example of comfort and support to the grieving.
Participant Group	<ul style="list-style-type: none"> ▪ The bereaved in the community ▪ Volunteer pastoral visitors to the bereaved in the community
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Recruits volunteers who want to minister to the bereaved. ▪ Provides training for volunteers. ▪ Identifies the bereaved in the parish community and visits bereaved. ▪ Facilitates the process for volunteer pastoral visits to the bereaved. ▪ Coordinates visits to the bereaved. ▪ Keeps records of the bereaved and the volunteers. ▪ Initiates support groups for the bereaved in the parish. ▪ Keeps abreast of resources for bereavement ministry. ▪ Keeps in contact with Catholic Charities.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Has recovered from own personal grief ▪ Has the skills necessary for leadership and facilitation ▪ Has the skills necessary to minister ▪ Has an understanding of grief and bereavement and the relevant issues ▪ Skilled in group process and interpersonal communication ▪ Has a willingness to deepen own spiritual life. ▪ Committed to prayer and gospel values. ▪ A spirit of generosity.
Time Commitment	<ul style="list-style-type: none"> ▪ 6 to 8 hours each month ▪ Must be able to attend the orientation session and the training sessions
Duration	Two year term
Orientation and Training	Provided by the pastor
Support /Supervision/Evaluation	<ul style="list-style-type: none"> ▪ The Pastor is the first level of support, supervision and evaluation ▪ Reviewed annually
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B, C Interview ▪ Reference checks, Police Records Check ▪ Orientation and training ▪ Receive Parish Volunteer Guidelines, Sign Volunteer Covenant ▪ Supervisory checks and evaluations