

St. Michael the Archangel Parish, Schererville, IN 46375
Ministry Position Description

Name of Ministry: Ministers of Care
Purpose: Visit the homebound, share and pray with them and take Holy Communion to them as requested

Coordinator
<p>Coordinator/Leader Responsibilities: (Coordinator is usually Parish Nurse)</p> <ul style="list-style-type: none"> • Train all ministers • Coordinate weekly schedules of ministers • Minister to Ministers of Care • Participate in monthly Liturgy Committee • Provide ongoing spiritual formation • Prepare and facilitate quarterly meetings for ministers
<p>Coordinator/Leader Gifts, Talents, and Sacramental Requirements:</p> <ul style="list-style-type: none"> • Fully initiated participating Catholic in good standing with the Church • Organized • Good ministerial skills • Has a good working knowledge of Church doctrine, particularly regarding Holy Communion • Open to change within the working ministry.
<p>Coordinator/Leader Training/Time Commitments:</p> <ul style="list-style-type: none"> • Prepare and conduct training sessions for ministers on an as needed basis: 2-3 hours • Develop and maintain weekly visitation schedule. Time varies greatly: 0-2 hours • Prepare for and conduct quarterly meetings for ministers: 3-4 hours • Participate in monthly Liturgy Committee meeting: 2 hours • Ongoing spiritual and practical formation as needed

Ministers
<p>Ministry Roles/Responsibilities:</p> <ul style="list-style-type: none"> • Take Holy Communion to and pray with the homebound/hospitalized as needed during the week.
<p>Ministry Gifts, Talents, and Sacramental Requirements:</p> <ul style="list-style-type: none"> • Fully initiated practicing Catholic in good standing with the Church. • Good ministerial skills • Willing to continue spiritual formation
<p>Ministry Training/Time Commitments:</p> <ul style="list-style-type: none"> • New minister training: 2-3 hours • Visit to homebound: ½ to 1 hour per visit • Attend quarterly meetings: about 1-1/2 hours each

Submitted by: Janice Gatons, Parish Nurse

Coordinator/Leader Date: 5/27/09

Form approved by Pastoral Council and ratified by Pastor 3/30/2009