

Ministry to the Sick and Shut-ins
Ministry Role Descriptor

St. Philip Church & St. Clare Mission
 Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Ministry to the sick and shut-ins
Groups served by this ministry	These include: <ul style="list-style-type: none"> • parishioners confined to their homes or institutions, who request a visit • parishioners who wish to receive a friendly telephone call • parishioners who need a drive to Mass
Length of term	3 years (renewable)
Purpose of the role(s)	<ul style="list-style-type: none"> • Visit the sick and shut-ins, bringing them prayer, communion and hospitality • Serving the needs of the vulnerable of the parish and helping them meet their spiritual needs
Activities and responsibilities	<ul style="list-style-type: none"> • Contact by phone and arrange a mutually convenient time to visit those sick or shut-in with or without communion • Bring, for example, a bulletin, prayer books or holy water • Make arrangements and then drive parishioner(s) to Mass • Make friendly phone calls to the sick and shut-ins • Relate any special requests or questions the sick or shut-ins might have, informing a member of the clergy or parish office staff
Constraints	<ul style="list-style-type: none"> • Be confident, punctual, follow household routines and be aware of recipient's needs • Refrain from giving advice or an opinion about the person's health or condition • Refrain from involvement in family dynamics
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Have empathy • Be a good listener • Be flexible • Have a positive, cheerful attitude • Be able to adapt to the spiritual needs of the sick or shut-in person • Be comfortable in the presence of people who are ill • Communion may be brought to the sick or shut-in <u>only</u> if the volunteer is a validly appointed extraordinary minister of the Eucharist

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Personal traits desired	<ul style="list-style-type: none"> • Trustworthy • Hospitable and friendly • Reliable • Patient and responsive • Credible • Spiritually mature
Orientation and training	<ul style="list-style-type: none"> • It is mandatory to attend training sessions pertaining to this ministry role • It is recommended to attend the archdiocesan Pastoral Team course and continuing education sessions • Receiving a copy of this ministry role descriptor • Responsible Ministry training and handout
Support, supervision and evaluation	<ul style="list-style-type: none"> • Provided by parish clergy • Volunteers are encouraged to speak with a member of the parish clergy if they have any questions arising from a visit • Volunteers are asked to attend meetings through the year to discuss and share information and ideas
Working conditions	<ul style="list-style-type: none"> • Volunteers in the ministry to the sick and shut-ins visit people in their homes, which may involve a variety of settings and conditions, including the presence of pets • A visit usually involves sitting with a person • Use of a car is necessary • If a pyx is needed, the volunteer may borrow one from the parish • No financial costs are covered by the parish
Benefits to role participants	<ul style="list-style-type: none"> • Growth in the faith and compassion, as one shares the lives of the Lord's most vulnerable • Being in the presence of vulnerable people • Developing better listening skills • Allowing the Lord to fill one's heart with wisdom, respect and empathy • Discovering one's own weaknesses and frailties, as well as blessings
Level of sensitivity <i>(check one)</i>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Personal reference checks are required. 3. An interview and a police record check are required. 4. Training and orientation are required. 5. There will be supervision and periodic evaluation.