

Job Description
Pastoral Minister: Sick & Homebound
Blessed Sacrament

Overview: In this part time position, it will be the responsibility of the Pastoral Minister to collaborate with the pastor and the pastoral team in providing pastoral and sacramental ministry to the elderly, homebound, hospitalized and care facilities parishioners.

Hours: Part-time, 11-12/wk avg. during each pay period. Flexible schedule as ministry requires.

Relationships: Reports to Pastor.
Coordinates care with Pastoral Minister to the Bereaved & Parish Nurse
Collaborates with similar staff position personnel from other area parishes as needed.
Attends Staff meetings as ministry and parish needs indicate.

Specific duties:

- 1) Direct and coordinate programs for the elderly and homebound parishioners
 - a. Coordinate (recruit, train, and assign) Eucharistic Minister and Spiritual Companions/Visitor Ministry for the care facility and homebound parishioners
 - b. Insure sacramental attention is given to hospitalized, elderly, homebound, care facilities parishioners
 - c. Provide training for new volunteers in area of ministry & renewal in-service
 - d. Coordinate (recruit, train, assign) parish hospitalized Eucharistic Ministers at (Allen), and periodically review with other local parishes' the pastoral/sacramental care coverage of all city nursing homes, retirement communities, and health care facilities.
 - e. Responsible for responding to transportation, home visit, other health related requests of the ill or homebound.
- 2) Provide pastoral and spiritual care for the elderly, sick, homebound, care facility parishioners
 - a. Care facility and home visits
 - b. Communion calls
 - c. Family intervention (as requested by concerned family: non-professional)
 - d. Visit hospitals (as coordinated with other staff: usually Monday & Friday)
- 3) Provide assistance and information to the Pastor, Parish Nurse & Parish Bereavement Minister
 - a. Provide parish staff with current names for bulletin and prayer of the faithful
 - b. Keep updated census of elderly, homebound, care facilities' parishioners.
- 4) Responsible for staffing and management of Parish Prayer Chain
- 5) Coordinates with the Parish Nurse the provision of health-care ethics and other health related educational opportunities resourced by the Archdiocese.
- 6) Participate in formation or professional meetings as appropriate
- 7) Other duties as they are developed with the pastor