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| *Insert Parish logo here* |

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| Position title: | Communion to the Sick | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None | Other key relationships: | Parish Pastoral Associate |
| Position Purpose: | Ministers of Communion to the Sick represent both Christ and community and ensure the sick, the frail aged, and the housebound, continue to participate in the Paschal Mystery. | | |
| Qualifications and experience: | * No experience required as Ministers of Communion to the Sick are provided training. * Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values. * Commitment to ongoing personal faith formation * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy |

| Key Results Areas: | Key Duties: |
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| Provides Communion to the Sick in homes, hospitals, or nursing homes, or other facilities. | * Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. * Participates fully, consciously and actively in the parish Sunday mass. * Has a pyx and copy of the Rite of Communion to the sick. * As directed by the Priest or Pastoral Associate, visits the sick, frail aged or homebound in homes, hospitals, or nursing homes, or other facilities. * Spends time in conversation building rapport with sick and others who are present. * In the home, ministers communion using the rite for “Communion in Ordinary Circumstances”. * In hospitals, or nursing homes, or other facilities uses the simplified and shortened version of the rite. * Reports back to the pastoral team on their visits and the physical and spiritual needs of the community. |
| Training | * If requested, assists in training new Ministers of Communion to the Sick. |

**Further reference:**

- *Ministry of Communion to the Sick*, Melbourne: Archbishop’s Office for Evangelisation, 2013.