

**DIOCESE OF CHARLOTTETOWN**  
**Lay Pastoral Visitors' Coordinator**

**Overview:**

Under the direction of the Pastor/Designate, the Lay Pastoral Visitors' Coordinator is responsible for organizing and training the Lay Pastoral Visitors and ensuring that they make regularly scheduled visits. The Coordinator follows up on a regular basis with both the Lay Pastoral Visitor and the parishioners to ensure that the arrangement works satisfactorily. The Coordinator must be available to the Lay Pastoral Visitors when needed and must keep the Pastor informed.

**Activities/Responsibilities**

- Maintains a contact list of Lay Pastoral Visitors and keeps a record of all visits made.
- Maintains a current record of parishioners that have requested visits including contact information, special needs, and any other relevant information.
- Ensures names of new volunteers are sent to the Parish Volunteer Screening Committee.
- Provides training, orientation and necessary information for new Lay Pastoral Visitors.
- Observes confidentiality with private matters of those who are visited.
- Meets with Lay Pastoral Visitors for support and ongoing training.
- Meets with the Pastor/designate to review the Program.

**Skills, Experience and Personal Qualities**

- Is a fully initiated adult member of the Catholic Church in good standing.
- Is registered with the parish for at least 2 years or recommended by a former parish.
- Has been a Visitor for at least 2 years, flexible, respectful and open-minded.
- Has an understanding of the issues relevant to the homebound, homeless and institutionalized.
- Has an ability to relate with others and shows leadership skills.
- Has adequate practical knowledge of the Eucharist and a good sense of pastoral care.
- Wishes to serve the community and to commit time and talents to this ministry.
- Honest, dependable, confidential, and respects privacy and dignity of those served.
- Is friendly, patient and has good relationship skills.

**Screening Recommendation**

This is a **High Risk** position, needing completion of a Volunteer Information Form, an interview with personal reference check and a Vulnerable Sector Criminal Record Check.

**This ministry position description generally reflects the Ministry of Lay Pastoral Visitor Coordinator currently practised at \_\_\_\_\_ Parish.**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date