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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.
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| 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.
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| 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.
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| 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
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| Key Results Areas: | Key Duties:  |
| --- | --- |
| 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.
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| Training  | * If requested, assists in training new Ministers of Communion to the Sick.
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**Further reference:**

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