



Archdiocese of Regina

ADORATION COORDINATOR

Overview

Under the direction of the Pastor, the Adoration Coordinator schedules and promotes adoration of the Blessed Sacrament at the parish. The Adoration Coordinator promotes prayer and understanding of the importance of the Blessed Sacrament in the life of the parish.

Activities/Responsibilities

- Encourages and promotes the adoration of the Blessed Sacrament in the parish.
- Develops and maintains a schedule for adoration.
- Ensures that person(s) are present during the hours of adoration.
- Arranges the set-up of flowers and candles for adoration of the Blessed Sacrament.
- Addresses other matters, as they arise, regarding the adoration of the Blessed Sacrament.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other Specifics:

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Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Is known in the parish community, participates in parish life and is of good character.
- Is sensitive to the use of the church for the parish community's Liturgical Celebrations as well as for private prayer and reflection.
- Is familiar with the ritual and theological implications and meanings of the adoration of the Blessed Sacrament.
- Possesses good organizational skills and can communicate effectively with others.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy, enthusiastic and able to motivate others.
- Needs to be a person of prayer.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

- Standard Parish orientation program.

Participant Group

- Parishioners wishing to participate in the adoration of the Blessed Sacrament.

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.

Length of Ministry

___ year term.

Benefits and Working Conditions

- Will directly contribute to the spiritual life of the parish community.
- Will have a direct impact on building community within the parish.
- This is a volunteer position requiring a time commitment of ___ hours per week or ___ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a General Security Ministry.
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor or Designate.
- Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Adoration Coordinator currently practiced at _____ Parish.
(Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate

Date

**Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto**

