



## Archdiocese of Regina

### **BEREAVEMENT TEAM COORDINATOR**

#### **Overview**

Under the direction of the Pastor, the Bereavement Team Coordinator is responsible for the Bereavement Ministry. The purpose of this ministry is to provide support to those who are experiencing grief.

#### **Activities/Responsibilities**

- Maintains contact list of Bereavement Team Members.
- Ensures any changes in the list of Bereavement Team Members are communicated promptly to the Parish Volunteer Screening Committee.
- Under the direction of the Pastor or his appointed delegate, will recruit new Bereavement Team Members as needed and will arrange for their required and ongoing training and orientation.
- Provides resources and available training that is relevant to this ministry.
- Provides active and ongoing support to Bereavement Team Members on an ongoing basis.
- Ensures that Bereavement Team Members have the necessary information about the bereaved person(s) in order to carry out their role.
- Supervises the quality and effectiveness of Bereavement Team visits.
- Identifies or is informed by Pastor of the bereaved in the parish community requiring this service and keeps a current list of the bereaved and the visits.
- Develops a library of resources for bereavement ministry and other associated materials that can be used by Bereavement Team Members and bereaved families.
- Will undertake the initial contact for all parishioner requests for this service and will assign teams accordingly.
- Will schedule, organize and lead regular ongoing meetings.
- Will attend along with Bereavement Team Members on a rotating basis.
- Ensures, where possible, that at least two adult volunteers are present during bereavement visits.

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:**

---

---

---

**Skills, Experience, and Qualifications**

- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Has sensitivity and an understanding of grief, loss and bereavement.
- In cases of emergency, knows contacts and/or procedures.

**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.
- Honest, dependable and can maintain strict confidentiality.
- Possesses good listening skills, relational skills and good judgment.
- Needs to be a person of prayer.
- Is comfortable in the presence of sadness, tears, and intense emotion.
- Has a spirit of generosity and creativity.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

**Orientation and Training**

- Standard parish orientation program.
- Must complete bereavement training or equivalent as approved by the Pastor.

**Participant Group**

- Bereavement Team Members, the bereaved and their family/friends.

## **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 develop pastoral care skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position which requires a time commitment of \_\_\_\_ hours per week or \_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

## **Screening Recommendations**

- This is a High Security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the pastor and/or his designate.
- Participant follow-up will be conducted.

**This ministry position description accurately reflects the Ministry of Bereavement Team**

**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*

Section Four  
Intentional Blank Page