



## Archdiocese of Regina

### BEREAVEMENT TEAM MEMBER

#### Overview

The Bereavement Team Members provide support to those who are experiencing grief. The Church calls each member of Christ's body to participate in the ministry of consolation, to care for the dying and to comfort all who mourn.

#### Activities/Responsibilities

- Provides support to those dealing with grief with regard to their spiritual needs.
- Is able to refer the bereaved to community agencies that may be of help to them.
- Is informed about the bereaved in the parish community and visits the assigned families as scheduled by the Bereavement Team Coordinator.
- Demonstrates, within their capacity, a caring relationship by providing practical assistance to the parishioners.
- Keeps in contact with the bereaved on a regular schedule as determined by the Bereavement Team Coordinator.
- May assist in the sending out of bereavement cards.
- Keeps a record of all contact with the bereaved and provides this record to the Bereavement Team Coordinator.
- Will visit in teams of two when possible.

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 known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- Has attended the parish for at least 2 years.
- Can relate effectively and communicate clearly with others.
- Has skills, sensitivity and an understanding of grief, loss and bereavement.
- Has good organizational skills.
- 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**

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

## **Support, Supervision, and Evaluation**

- The Bereavement Team Coordinator 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 further 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**

**Member 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  
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