



Ministry Position: Bereavement Team Member

Date Last Reviewed: July 2019

◆ Position 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

- Provide support to those dealing with grief with regard to their spiritual needs
- Able to refer the bereaved to community agencies who may be of help to them
- Be informed about the bereaved in the parish community and visits the assigned families as scheduled by the Bereavement Team Coordinator
- Demonstrate a caring relationship by providing practical assistance to the parishioners
- Keep in contact with the bereaved on a regular schedule as determined by the Bereavement Team Coordinator
- May assist in the sending out of the bereavement cards
- Keep a record of all contact with the bereaved and provides this record to the Bereavement Team Coordinator
- Attend visits in teams of two

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

- Baptized member of the Catholic Church in good standing
- Must be at least 18 years of age
- Recognized within the parish community as a person of good reputation
- Can relate effectively and communicate clearly with others
- Has skills, sensitivity and an understanding of grief, loss and bereavement



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- Has good organizational skills
- In cases of emergency, knows contacts and/or procedures

◆ **Personal Traits and Qualities**

- 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
- Comfortable in the presence of sadness, tears, and intense emotion
- Demonstrates a spirit of generosity and creativity
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

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

◆ **Participant Group**

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

◆ **Support, Supervision and Evaluation**

The Bereavement Team Coordinator is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**



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One (1) year term with the ability to renew.

◆ 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
- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Bereavement Team Member** currently practised at, **Click here to enter Parish name.**

Pastor's Signature
(Click here to enter the
Pastor's name)

**Parish Volunteer Screening
Coordinator's Signature**
(Click here to enter the
Coordinator's name)

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department