



Ministry Position: Lectors' Coordinator

Date Last Reviewed: December 2023

◆ **Position Overview**

The Lectors' Coordinator supervises, manages, trains and schedules all lectors for all liturgical celebrations

◆ **Activities/Responsibilities**

- Maintain a contact list of Lectors
- Ensure any changes in the list of Lectors are communicated promptly to the Parish Volunteer Screening Committee
- Arrange scheduling for lectors for all liturgical celebrations
- Be available on an ongoing basis to offer support, suggestions and feedback on any questions or concerns lectors may have
- Assist in the recruitment of Lector candidates
- Design and implement an effective training process that includes:
 - Reflection on the theology of the Liturgy of the Word
 - Examination of the structure of the Lectionary for Liturgy tools to understand the content and message of the readings
 - Rehearsal of liturgical procedures
 - Vocal coaching with respect to use of microphone, volume, pacing, posture, etc., with support from the Office of Formation for Discipleship.
- Collaborate with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor
- Participate fully in the Liturgy as an exemplary member of the assembly
- Be available for meetings and training on both the Parish and diocesan levels

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

- Fully initiated member of the Catholic Church who has been duly prepared and appropriately commissioned for this role
- Must be at least 18 years of age.
- Registered with the parish for at least 2 years.
- Recognized within the parish community as a person of good reputation.
- Has at least 3 years' experience as a Lector
- Has a developed appreciation for the theology of the Liturgy of the Word and the duties of Lectors
- Devoted to and understands the importance of the liturgical celebrations of the Church community
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others

◆ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry
- Possesses a love for the Bible and an aptitude to share this Word with others as well as a willingness to grow in understanding the scriptures through study, prayer and reflections
- Committed to prayer, gospel values and growth in personal holiness
- Has enthusiasm, a positive attitude and good public speaking skills
- Demonstrates a spirit of generosity

◆ Screening Requirements

This is a General Risk Position

Note: When a minor under 18 years old participates in this ministry, High Risk screening is required for adults over 18 years. An asterisk (*) identifies all High Risk screening requirements.

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*



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- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training from previous coordinator.

◆ **Participant Group**

Lectors

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

Click here to enter either Three or Five (3 or 5) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly impact the liturgical experience at the parish
- Will further develop leadership, training and facilitation skills
- Will develop deeper appreciation for Sacred Scripture
- 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 **Lectors'**
Coordinator 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**

Date



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(Click here to enter the
Coordinator's name)

Prepared by: Archdiocese of Toronto, Volunteer Screening Department