

# ROMAN CATHOLIC DIOCESE OF CALGARY



## POSITION DESCRIPTION RC PASTORAL CARE COORDINATOR (ASSISTING A PRIEST CHAPLAIN)

### REPORTS TO

Priest Chaplain and the Health Care Coordinator

### OVERVIEW

The role of the Coordinator is to assist the Priest Chaplain in the daily administration of looking after the Roman Catholic pastoral needs at Rockyview General Hospital.

### RESPONSIBILITIES

#### Specific:

- Identify the pastoral needs of the facility
  - RC Patient location
  - Conduct a Pastoral Needs **Assessment** (pastoral counseling, prayer, Holy Communion, Sacrament of Anointing of the Sick, viaticum, personal visit from a priest and parish affiliation)
  - Bring to the attention of the Priest Chaplain any needs of the patient that require a priest
  - Seek out the "On Call" Priest Chaplain in **Emergency situations** that require a Priest
- Assist the Priest Chaplain in the Liturgical Life of the facility, if Mass is celebrated
  - Prepare the chapel for Mass
  - Look after the sacristy requirements (ordering hosts, wine, candles, Missalettes, etc.)
  - Preside over Communion Celebrations or Liturgies of the Word in the absence of the Priest Chaplain
- Coordinate the Lay Volunteers
  - Ensure all steps of volunteer screening are in compliance with "Strengthening our Parish Communities" Policy and liaise with the Diocesan Volunteer Coordinator
  - Keep volunteers informed of any information the Facility or the Diocese generates
  - Form and maintain a cohesive Team Spirit among the volunteers
  - Register volunteers for the next AHS Volunteer Resource Orientation
  - Assist Volunteers in acquiring a AHS Volunteer Resource ID tag
  - Coordinate a schedule for facility visits by the volunteers
  - Work collaboratively at Team Building and Team spirit
  - Coordinate on-going educational opportunities for the volunteers (retreats or days of recollection or in-services with the Priest Chaplain.)
- Accountability
  - The Priest Chaplain, by virtue of his ordination is "The Pastor" of the facility concerning his denomination. The Church first and foremost entrusts all pastoral duties to him. He is the one to provide the Faithful with the celebration of the Eucharist, reconciliation of their sins, Viaticum as strength to the dying, sacramental anointing to the sick, emergency Baptisms and in certain circumstances, Validation/Blessings of Marriages
  - In extraordinary circumstances the Priest Chaplain may be requested to preside over a patient's funeral and or internment. This though, should only occur after **serious** attempts have been made to contact the Pastor of the individual and the Pastor is unable fulfill his rightful role as Pastor. In this case, the Pastor delegates this responsibility to the Priest Chaplain. In the **most extraordinary of circumstances**, the delegation of presiding over a funeral liturgy may be given to the Coordinator, if the Priest Chaplain, also is unable to assist. It is always the Coordinator's role to assist the Priest Chaplain in pastoral duties as the Priest Chaplain deems it most appropriate
- The line of accountability is as follows:
  - The Pastoral Care Volunteers are accountable to this position
  - The Coordinator is accountable to the Priest Chaplain and Health Care Coordinator
  - The Priest Chaplain is accountable to the Health Care Coordinator and the Bishop

- The Health Care Coordinator is accountable to the Director social Justice and Outreach Ministry

#### **QUALIFICATIONS**

- The RC Pastoral Care Coordinator must maintain an active faith life in his/her own parish
- Must have the required Pastoral Care Training

#### **HOURS OF WORK**

Part-time – as assigned; usually mornings

#### **KEY RELATIONSHIPS**

Priest Chaplain, Health Care Coordinator, Lay Ministers at the facility, AHS staff, patients, etc.

#### **STRENGTHENING OUR PARISH COMMUNITIES**

The RC Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening for this position includes a satisfactory Vulnerable Sector Police Check and Agreement to the Model Code of Conduct which is downloadable at <http://www.calgarydiocese.ca/articles/employment-opportunities.html>

#### **TO APPLY**

This posting will remain open until February 15, 2019. Interested persons may apply by submitting a completed Application for Employment downloadable at <http://www.calgarydiocese.ca/articles/employment-opportunities.html> along with a Resume and a cover letter describing their suitability for the position and resume to the attention of Human Resources by one of the following:

**E-mail to:** [careers@calgarydiocese.ca](mailto:careers@calgarydiocese.ca)

**Or mail to:**

Human Resources  
Catholic Pastoral Centre  
120 17<sup>th</sup> Avenue SW  
Calgary, Alberta, T2S 2T2