



VOLUNTEER AGREEMENT & TASK DESCRIPTION

EXTRAORDINARY MINISTER OF COMMUNION TO THE SICK IN HOMES/INSTITUTIONS

The Catholic Diocese of Auckland has implemented National Safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years) and vulnerable persons.

VOLUNTEER TITLE:	Extraordinary Minister of Communion of the Sick
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST/PARISH SECRETARY/ PARISH PASTORAL COUNCIL/PARISH LITURGY COMMITTEE
MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE To celebrate Communion of the Sick with parishioners who are unable to attend regular liturgy. This ministry provides the sick, homebound and/or institutionalized with a sense of community and belonging due to illness or infirmity.	
TASKS	EXPECTATIONS
Prepare all necessary items such as: appropriate Communion of the Sick Service book or leaflet, pyx, prior to visit. Receive Consecrated hosts at the end of Mass. Contact parishioners to arrange a convenient time and date for the visit. Prayerfully meditate in preparation for a meaningful visit.	Observe confidentiality with private matters of those who are visited. Bring to the attention of the Parish Priest any matters related to changes in health and/or spiritual needs of the parishioner. Have the necessary transportation to carry out this ministry. Work in pairs – as practicable.

<p>Ensure the parishioner/s is/are prepared and ready to receive communion and pay particular attention to their special needs. Follow the Ritual text. Ensure all is well with the parishioner before departing. Return the pyx and other supplies to the allocated place at the parish in good time.</p>	<p>Check with the person themselves, their family, or the priest to identify any specific requirements e.g. gluten free, difficulty with swallowing. If unsure seek advice, on how to handle, from the Liturgy Centre.</p>
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<p>This role will comply with the National Safeguarding Guidelines:</p> <ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct for Employees & Volunteers • Safeguarding Training 	<p>Volunteers will receive copies of:</p> <ul style="list-style-type: none"> • Risk Assessment – Extraordinary Minister • National Safeguarding Policy • Code of Conduct for Employees & Volunteers
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CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS

Requires flexibility and open-mindedness in response to each situation.
Adhere to the requirements of institutions – hospitals/nursing homes.

TO BE SIGNED BY THE ROLE HOLDER:

I have read and I understand this task description

I have received copies of and had the following explained to me and I understand the expectations:

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|---|--|
| <input type="checkbox"/> Risk Assessment | <input type="checkbox"/> Safeguarding Training |
| <input type="checkbox"/> Safeguarding Policy | |
| <input type="checkbox"/> Code of Conduct for Employees & Volunteers | |

Name: _____

Signature: _____ Date: _____

VERIFICATION / AUTHORISATION (completed by Parish)

Approved by: _____
(Position / Title) (Name)

Date: _____

Police Vetting: Date Returned: Result:

NZ Police Vetting Report attached

Safeguarding Training undertaken Date: _____