



2023

Sacred Heart Church

SACRED HEART VOLUNTEERS

*Lectors
Coordinator*

sacredheartcalgary.ca/ministries

Position Description *for*

Lector Coordinator Volunteer

Reports to

Pastor and Ministry Coordinator

Overview

The proclamation of the Word of God, done with clarity and reverence, brings people into a redeeming and transforming relationship with Jesus Christ, the true Word of God. The Lector serves the liturgical assembly by proclaiming Sacred Scripture during the liturgy of the Word at mass and at other liturgical celebrations.

- This ____ year (renewable) term requires ____ hours per week/month
- First level support and supervision is from the Ministry Coordinator or Pastor

Responsibilities

- Proclaims the biblical text, as scheduled, with clarity, conviction, dignity and understanding
- Prepares for the role by rehearsing, praying and coming to understand the text assigned
- Expresses reverence and decorum in various role aspects, according to liturgical norms
- Otherwise participates fully in the liturgy as an exemplary member of the assembly
- Attends meetings and appropriate training at both the parish and diocesan levels.
- Is faithful to the schedule and arrives early for the liturgy
- Arranges for suitably trained replacement when unable to meet scheduled commitment
- Acts as a Lector, especially for short notice cancellations
- Responsible for recruiting, training and scheduling other Lectors
- Maintains contact lists of Lectors and promptly submits changes to PVSC
- Coordinates, schedules participation of Lectors at masses and attends all planning meetings
- Responsible for ongoing growth and development of faith formation for the Lector team
- Ensures Diocesan guidelines for Lectors are followed
- Collaborates with the Pastor or Pastoral Team and may be part of a Pastoral Care Committee
- Attends meetings and training on both the Parish and diocesan levels.
- Works at fostering a relationship with the Office of Pastoral Ministry

Qualifications

- Could be any appropriate age but usually would have at least received First Eucharist and be capable of proclaiming the Word of God to the benefit of the assembly
- Is an initiated Catholic who actively participates in parish worship and life
- Understands the importance of the liturgical celebrations to the Church community
- Possesses a love for the Bible and willingness to grow through study, prayer and reflection
- Has the natural and spiritual ability to speak the biblical Word intelligibly and comfortably
- Has an appropriate level of maturity and is open to proclamation coaching as needed
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care
- Must be aware of their surroundings, cannot be alone with minors or vulnerable adults
- Open and receptive to correction and feedback
- Seeks opportunities to grow within the ministry



What are my next steps?

How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

Our duty to care is an act of generosity. All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'Low' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:



Register your intent to serve

- Complete the **Volunteer Information Form**.
- Complete an **Interview** if necessary.
- Complete the **4 online modules** under Praesidium Academy (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary).
- Complete the Diocese of Calgary **Code of Conduct** and Accountability for Volunteers.
- **Send** your completed forms to volunteer@sacredheartcalgary.ca.



Respond to the invitation to serve in a particular ministry

- Sign and date your assigned role description from the pastor.
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.
- Complete the **Confidentiality Agreement**.



Maintain your Service file

- Renew your Police Information Certificate every 5 years.
- Renew your Praesidium Academy Courses every 2 years.
- Update your training as requested.
- Email volunteer@sacredheartcalgary.ca to enquire about your status.



Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,
let my heart never rest until it finds You,
who are its center, its love, and its happiness.
By the wound in Your heart
pardon the sins that I have committed
whether out of malice or out of evil desires. Place my
weak heart in Your own divine Heart,
continually under Your protection and guidance, so
that I may persevere in doing good and in fleeing evil
until my last breath.*

Amen.

Contact

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**SACRED HEART CHURCH
VOLUNTEER PACKAGE**