



Mercy Medical Center

## VOLUNTEER

### POSITION DESCRIPTION

#### VOLUNTEER EUCHARISTIC MINISTER

#### **Mission Statement**

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Must have a strong belief in Mercy's Mission and Core Values, demonstrate respect and compliance with Mercy's Patient Rights Statement.

#### **Summary**

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A Eucharistic Minister must be a Catholic in good standing with the church and must possess a genuine desire to serve those who are experiencing ill health, to listen in a non-judgmental and empathetic manner, to respond compassionately to patients and families needs and concerns, to administer the sacrament of communion as appropriate, to pray for or with those who desire prayer, and to share comfort, hope, encouragement, and humor as needed. This ministry is provided to Catholic patients only.

#### **Principal Duties & Responsibilities**

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It is the responsibility of all employees to accept, read, and follow the initiatives of CHI Mercy Health as outlined in the publication *Ethics at Work*. Corporate Compliance is the duty and responsibility of everyone employed by CHI Mercy Health and its related organizations.

- \* Promotes a strong belief in Mercy's Mission and has respect for and compliance with Mercy's Patient Rights Statement.
- \* Demonstrates behavior consistent with Mercy's Core Values: **Reverence, Integrity, Compassion, and Excellence**.
- \* Collaborates with immediate supervisor to establish, define and refine department goals and objectives consistent with facility's Mission and Values, and demonstrates satisfactory progress towards these goals and objectives.
- \* Exhibits the ability to make effective decisions based on verifiable and measurable data/criteria.
- \* Promotes positive customer relations with internal and external customers.
- \* Demonstrates respect and sensitivity to cultural/social differences in interactions with others.
- \* Completes assigned tasks in a timely manner.
- \* Demonstrates initiative and problem solving skill, using sound judgment.
- \* Assumes additional responsibilities as needed, with little or no direction, shows initiative in assisting others within the department.
- \* Maintains excellent customer service, reflects CHI Core Values, Mercy Mission/Values and demonstrates respect/compliance with Mercy's Patient Rights Statement.
- \* Patient visitation in hospital rooms on the second and third floors.
- \* May choose to offer emotional and/or spiritual support to persons in waiting areas who are observed to be experiencing distress.
- \* Visiting those patients whose names are on the census given by a Chaplain and to offer caring hospitality to patients, their families and their visitors.

- \* Administer the sacrament of communion as appropriate.
- \* Pray for or with those who desire prayer.
- \* Inform a Chaplain that a patient has special needs, concerns, or problems such as intense anxiety, fear, discouragement, depression, pain, etc.
- \* To arrange for a visit by a Priest when a patient requests this related to special needs such as the sacraments of confession or prayer for the sick.
- \* Complete the "Catholic Ministry Log" and the "Time Log."
- \* Washes hands upon entering and leaving a patient room. Demonstrates knowledge of isolation signage and does not attend to patients in isolation rooms.

(\*denotes essential function)

## **Qualifications**

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Ability to communicate well with others and treat information and people in a professional, respectful, and confidential manner. Must be a "commissioned" Eucharistic Minister. Must exhibit good judgment and the ability to quickly identify situations needing action by staff person. Must have a genuine desire to serve the sick and willingness to pray verbally with or for a patient. Must be 18 years of age or older. Must not have health problems that would interfere with ministry responsibilities. Must complete the Spiritual Care Services orientation program. Must make a personal discernment before making a commitment to serve as a Eucharistic Minister. Must make a continuous discernment relative to ongoing service as a Eucharistic Minister.

## **Physical Requirements**

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Standing 70% of the time; walking 10% of the time; sitting 20% of the time; lifting and carrying 10% of the time, and able to carry up to 5 pounds. Pushing/pulling 0% of the time; bending, stooping, twisting 0% of the time; reaching and handling 0% of the time. Climbing stairs 0% of the time (Elevator available).

Hearing: within normal limits with or without use of corrective hearing devices, vision: adequate to read 12-point type with or without use of corrective lenses. Must be able to verbally interact with staff, clients and public. Manual dexterity of hands/fingers for writing, computer input.