

Ministry of Care for Parish Volunteers/Staff

All volunteers and staff providing visits to sick, dying, and vulnerable individuals must ensure that **at least two** unrelated adult volunteers or staff members are present for each visit, as part of an organized parish Ministry of Care.

Please ensure that the following **documents/training are up to date** for each volunteer or staff member who visits.

1. **Criminal Record and Vulnerable Sector check:** In the Archdiocese of Saint Boniface, all parish **employees** as well as all parish **volunteers** whose ministries are classified as 'High Risk' must provide a clean criminal record check every 5 years.

- a. Urban: <https://bit.ly/urban-check>



- b. Rural: <https://bit.ly/rural-check>



2. **Adult Abuse Registry Check**- the parish must ensure that a **Manitoba Abuse Registry Check** also be completed for all staff and volunteers working with minors and vulnerable adults. <https://bit.ly/abuse-check>



3. **Covenant of Care Form**– <https://bit.ly/covenant-care>



4. **Safe Church Online Video Training** – Contact Archdiocese of St. Boniface – Safe Church Environment Coordinator for access to video training.

Compliance Declaration:

The following form is used to update the risk assessment and status of 'Criminal Record and Abuse Checks' for parish employees and volunteers. It should be updated at least once a year by November 30th. The form is designed to either be printed off and filled in by hand OR it can be downloaded and used directly as an Excel spreadsheet.

<https://bit.ly/compliance-declaration>



Formation & Training for Ministry of Care Volunteers/Staff

- **“Spiritual Care Series” - by HTN & CHAT Canada**

An 8-part course designed to equip health professionals and volunteers with the skills necessary to help older people discover pathways to meaningful ageing. Provides participants with everything from a realistic understanding of the ageing process to practical techniques for re-connecting people with their pasts and coping with the losses that come with the ageing journey.” Contact the **Catholic Health Association of Manitoba** for upcoming training opportunities. Program information: www.spiritualcareseries.ca

- **“Being With” – by Compassionate Community Care**

A 2-part free video series and visitors training manual for those who visit the sick and dying. Free program & training manual:

<https://www.compassionatecommunitycare.org/resources>

- 2-part video series entitled: “Being With” which compliments the training manual.

<https://www.compassionatecommunitycare.org/videos>

- For more information please contact: Kathy Costa: 519-439-6445

- **“Make-Time4LIFE” program – by Life Canada**

An educational program for people volunteering in pastoral care. This program provides an in-depth look at end-of-life issues and gives people confidence to volunteer with those in their final stages of life. The program is a 6- or 12-week program (1–2-hour sessions).

Designed so you can speak out against MAiD by offering a community-based program in your church or prolife group. Make-Time4LIFE consists of a manual (\$25 each) and facilitators guide (\$5). If you would like to preview a promo copy email: info@lifecanada.org.

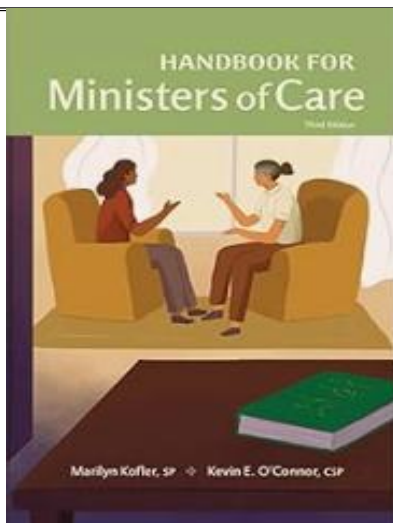
- **“Compassionate Care Course” - by Palliative Manitoba**

The Compassionate Care Course is an 8-week course designed for anyone preparing to support individuals living with a life-limiting illness and those who are supporting someone grieving. Offered twice yearly, in spring and fall, the course takes place one weekday evening for eight consecutive weeks. Students are required to attend all classes to receive a certificate. Each class covers a different topic and are led by trained speakers that work in their field of specialty. Course is: **\$165.00 for staff/volunteers sponsored by other organizations or \$200 for self/personal interest** (fees as of 2025) For more information:

<https://palliativemanitoba.ca/education/compassionate-care-course/>

Books

Handbook for Ministers of Care by Marilyn Kolfer & Kevin E. O'Connor

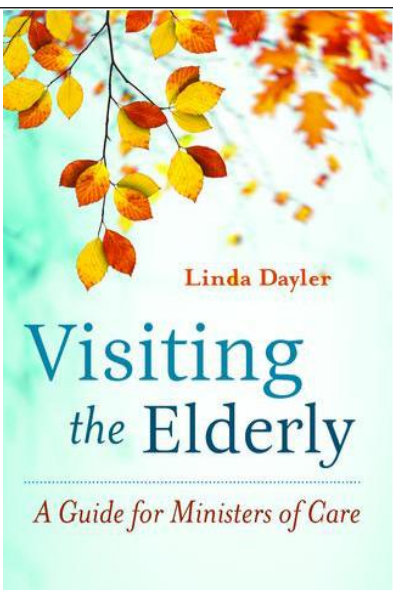


Ministers of care are commissioned by the Church to bring the compassion and communion of Christ to the sick and the homebound and to bear witness to the suffering of the members of the parish. The third edition of this award-winning resource provides lay ministers of care with a formational and training tool as they prepare to serve those who are sick and homebound. In these pages, lay ministers will learn a theology of sickness and suffering, how to preside over the rituals of the Church, how best to make pastoral visits, and how to take care of their own spiritual needs while caring for others.

Publication date: March 15 2022 ISBN: 1616716746

To order the book:
Amazon

Visiting the Elderly: A Guide for the Ministers of Care by Linda Dayler

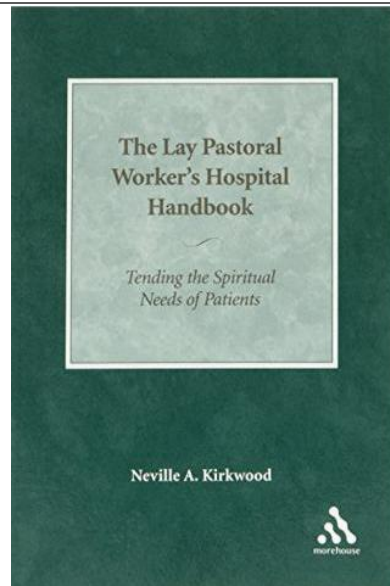


Whether a pastoral associate, secretary, hospital chaplain or priest, you need to send parishioners out to visit an elder parishioner who cannot come to church. But you also want your ministers of care - who are full of love and vigour - to be prepared, confident, and knowledgeable of what to expect when carrying out this important outreach. This short booklet is a resource you can give to ministers of care to instruct them on how to visit the elderly and/or sick in hospitals or homes. In it, they will find practical-based ABCs of visiting with suggested prayers, and very straightforward advice what to say or not say, and how to act. A page at the end is adaptable for writing down important local information, such as local phone numbers, agencies for referral.

Publication date: 2018-08-01 ISBN: 9782896885874

To order the book:
<https://en.novalis.ca/products/visiting-the-elderly-1>

The Lay Pastoral Worker's Hospital Handbook: Tending the Spiritual Needs of Patients by Neville A. Kirkwood

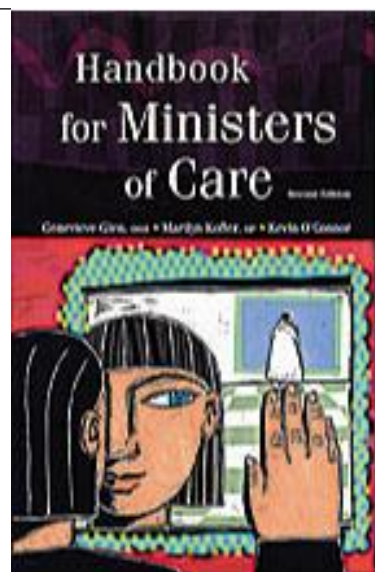


As Christians, each of us-clergy and lay alike- has a unique call to ministry. In many denominations today, lay people are responding to this call by tending to the spiritual needs of those who are sick and dying. Here is a practical guide to the art of hospital visitation for trained lay workers, written by a hospital chaplain with nearly twenty years' experience. With Jesus as the theological model for lay workers in their ministry, the author presents practical approaches to hospital visits, with guidelines on such topics as awareness of patient needs, ministering in times of crisis, and the place of prayer in the hospital visit. In addition, lay workers will find a selection of prayers to offer in a variety of circumstances. Perfect guide and companion for those who minister to the sick.

Publication date: 2005-10-01 ISBN: 9780819221902

Handbook For Ministers of Care

by Genevieve Glen, OSB, Marilyn Kofler, SP and Kevin E. O'Connor



This is a manual for those already involved in the ministry of care, and for those preparing to undertake this vital work. In these pages you will learn a theology of sickness and suffering, how the communion ritual works, practical advice on making pastoral visits, how to take care of yourself while caring for others and where to find further information about illnesses affecting those you visit.

ISBN: 9781568541020

CCCB Code: HBM-CR2

