

**St. Mary of the Lake  
White Bear Lake, MN  
Ministry Description**

**Position Title:**

Coordinator of Eucharistic Ministry of Care

**Purpose of Position:**

To carry out the mission of St. Mary of the Lake to be Eucharistic people  
To recruit, orientate, encourage, and support parishioners in the Ministry of Eucharistic Care  
To carry out the vision of St. Mary of the Lake to make our large parish personal through connecting parishioners and fostering relationships

**Responsibilities:**

Provide orientation sessions and materials for new ministers  
Offer enrichment sessions to ministers two times a year  
Arrange for a minister to take Eucharist to the homebound referred by the Director of Outreach Ministry/Parish Nurse  
Communicate with ministers by personal contact, phone calls, letters  
Update regularly the Eucharistic Ministry of Care list: ministers and the homebound to whom they minister  
Communicate with the Director of Outreach Ministry/Parish Nurse regularly  
Communicate with managers of retirement homes about day and time of services  
Meet with Word/Communion presiders at least twice a year to make schedules for the Word/Communion services and Stations of the Cross  
Give copies of the schedules to the Director of Outreach Ministry/Parish Nurse, managers of the retirement homes, presiders, and residents  
Provide nametags for residents  
Keep an updated list of residents who attend the services

**Qualifications:**

Understands ministry as baptismal call to serve  
Prayerful, reliable, open, positive, compassionate  
Passes a criminal background check

**Time Commitment:**

As much time as is needed to carry out the responsibilities

**When and Where the Ministry is Performed:**

Various locations as needed

**Length of Commitment:**

Undetermined

**Training Provided:**

Orientation session by the previous Coordinator

**Responsible to:**

Director of Outreach Ministry

July 2007