

**Center for Spiritual Care
Lay Ministry
Saint Agnes Medical Center**

Review Date: September 2022		Approved: Manager, Volunteer Services	
Objective:	To assist Center for Spiritual Care Chaplains in providing care, compassion, prayer, spiritual support and Communion to our patients and families. Volunteers will discover the joy of serving others through the use of their many spiritual gifts, and experiences.		
Hours:	To be determined by the need of the department and the availability of the volunteer		
Reporting to:	Chaplain Josephine Longoria, Center for Spiritual Care Manager (5-3854)		
Qualifications:	<ul style="list-style-type: none"> ▪ Demonstrates good verbal and written communication skills. ▪ Extroverted, mature, positive, service-oriented individuals. ▪ Confidentiality ▪ Attend 13 weeks of classroom instruction & 2 additional 4-hour shadowing with staff chaplain or as scheduled. ▪ Willing to learn and develop skills ▪ Physical ability to withstand long periods of walking and standing. ▪ Demonstrate caring, compassion and sensitivity to others. ▪ Must be able to communicate clearly in English; bilingual skills are helpful. 		
Training:	As determined by the Lay Ministry Program Coordinator		
Competencies:	<ul style="list-style-type: none"> ▪ Understanding and following directions. ▪ Working effectively with others. ▪ Working with confidential documents and records. ▪ Continues education through attending quarterly meetings, annual activities and specialized ministry teams. 		
Responsibilities:	<ul style="list-style-type: none"> ▪ Notify designated staff member in assigned department of any absences; sign in and sign out when reporting to and leaving volunteer assignment; wear appropriate and professional attire and hospital-issued identification badge; maintain confidentiality at all times and do not discuss any information learned while on-site to anyone outside of the unit, department or hospital. ▪ Possible activities include, but are not limited to: <ul style="list-style-type: none"> ✓ Visits those patients on assigned floors ✓ Ask patient if there are immediate spiritual needs. If so, communicates these to the staff chaplain – Using the appropriate referral form. ✓ Make referrals to staff chaplains or priests as appropriate ✓ Eucharistic ministers provide communion to Catholic patients as noted or requested ✓ Attends at least two continuing education events per year ✓ Abide by the Ethical Guidelines agreement ▪ Other duties as determined. 		