



Volunteer Placement Description

Position Title: Eucharistic Lay Minister

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Hours: Weekly as needed

Training: Sign up for training on your volunteer portal, stjude.vsyslive.com

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Reviewed/Updated: 9/03, 2/06, 1/09, 6/09, 6/10, 7/12, 4/13, 11/15, 9/17, 9/18, 8/21, 10/23, 11/25

For All Volunteer Placements

General Expectations:

- Notify the Family, Guest & Volunteer Services Department of any absences.
- Sign in and out for each shift using the volunteer management database and wear your hospital-issued ID badge and purple neck rope prominently.
- Shift Management:
 - Utilize your volunteer portal, stjude.vsyslive.com, to assign yourself to the available shift assignments and track service records.
 - Use your volunteer portal to update contact information, check schedules, view service records and schedule shifts from your computer or smartphone.
 - Your supervisor will be notified automatically of any schedule changes made through the portal.
 - If your change needs to be made within 24 hours of your schedule assignment, you must contact your supervisor by phone or email.
- Maintain confidentiality at all times and refrain from sharing information learned during volunteering outside the unit, department, or hospital.

Compliance:

- Adhere to the volunteer dress code.
- Uphold confidentiality standards and adhere to all hospital policies while volunteering.
- Adhere to infection control standards for any area in which you serve.
- Respect the multi-cultural needs of patients and families.
- Successfully complete yearly competency quiz and any other mandatory training assigned.
- Follow St. Jude policies for reporting and handling accidents or injuries.
- Report any unusual occurrences, such as unusual behaviors, immediately to security, supervisor or other staff members.

Physical Requirements and Abilities:

- Regularly required to stand, walk, sit, kneel, use hands to handle or feel objects and communicate verbally.
- Must be able to hear clearly and accurately to ensure effective communication and situational awareness, for example, clearly hear and understand overhead announcements.
- Specific vision abilities include close vision, depth perception and the ability to adjust focus.
- Occasionally lift and/or move up to 25 pounds occasionally if needed.

Cultural Sensitivity:

- Demonstrate respect and understanding of the diverse cultural backgrounds represented at St. Jude.

Eucharistic Lay Minister Volunteer Program

Overview & Objective:

Eucharistic Lay Minister Volunteers assist Spiritual Care Services in providing Eucharistic needs to Catholic patients and families. Tasks include providing sacraments in accordance with rules of the Catholic Diocese of Memphis.

Role Specific Responsibilities:

- Work under the supervision of the Department of Spiritual Care Services providing Sacraments to assigned families.
- Pick up list of Catholic patients and their room numbers from the Family, Guest & Volunteer Services Department office at the beginning of each shift.
- Introduce yourself as a volunteer Catholic Eucharistic Lay Minister and for non-English speaking families it helps to hold up ones pyx which they may identify with Eucharist.

- Offer communion to patients 14 and over, patients under 14 with consent of parent or legal guardian and to parents and family who are with patients.
- Listen attentively to all patient and family concerns without offering personal opinions.
- Make referral to hospital chaplain if you sense the patient or family need additional spiritual support.

Required Skills, Knowledge, Experience & Attitude:

- Able to function independently and work effectively with others without direct supervision.
- Must exhibit warm, friendly, and patient mannerisms.
- Able to work with a diverse population, recognizing and respecting their multi-cultural needs.
- Enjoy working with children and teens and be sensitive to their needs.
- Able to function effectively under conditions of stress and variability.
- Willingness to work with technology, including an iPhone app and the volunteer portal.
- Catholic in practice and belief, in good standing with a local Parish and Catholic Diocese of Memphis.
- Must be 23 or older.
- Able to secure and provide sacraments.
- If an employee of St. Jude or ALSAC, volunteer may not be a direct patient care provider.

Communication & Interpersonal Skills:

- Must be fluent in the English language; bilingual skills helpful
- Able to communicate effectively and work collaboratively with others.
- Able to confidently approach families in a kind, welcoming and engaging manner.
- Able to communicate effectively with children.
- Able to respond to children's needs in various situations.

Knowledge & Adaptability:

- Experience in working with children/teens of a variety of ages is strongly preferred.

Licenses or certifications:

- Licensed Extraordinary Lay Minister of the Eucharist with the Catholic Diocese of Memphis.

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