



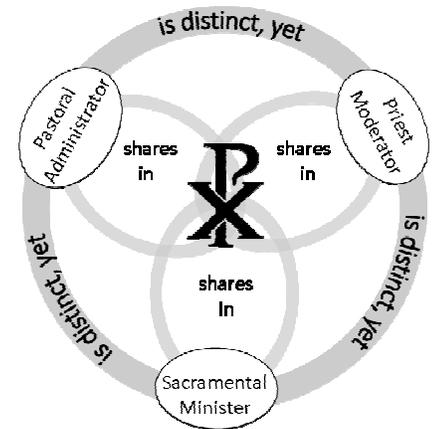
## SACRAMENTAL MINISTER Diocese of Buffalo

### RESPONSIBILITIES AND RELATIONSHIPS OF THE SACRAMENTAL MINISTER IN COLLABORATION WITH PASTORAL ADMINISTRATOR AND PRIEST MODERATOR

**A) Pastoral Administrator** is a lay person, a vowed religious, or a deacon who participates in the exercise of the pastoral care of a parish entrusted to him or her and whose provision of pastoral care is supervised by a Priest Moderator (c. 517 §2).

**B) Priest Moderator** is a priest appointed with the powers and faculties of a pastor to supervise pastoral care provided to a parish by a Pastoral Administrator in virtue of Canon 517 §2. He is the canonical pastor of the parish.

**C) Sacramental Minister** is a priest who assists a parish by celebrating sacraments and providing other designated priestly ministry in collaboration with the Pastoral Administrator and Priest Moderator.



### MINISTRY OF THE SACRAMENTAL MINISTER

When a Pastoral Administrator is appointed to a parish, the Diocesan Bishop will also appoint a Priest Moderator and Sacramental Minister(s) to oversee the pastoral and sacramental needs of that parish for a specified term. The compensation for these ministries will be determined by the diocese. This role description addresses broad areas of responsibility.

The Sacramental Minister provides spiritual and pastoral care for a parish led by a Pastoral Administrator. The role of the Sacramental Minister is rooted in the call to sanctify and preach Good News of God's love to others. The need for spiritual and pastoral care is most acutely felt at critical moments of life – birth, illness, marriage, and death. The Sacramental Minister is blessed by the opportunity to be an instrument of God's grace and touch people's lives at significant moments in life - times of pain or transition, as well as when gathered together around the Table of the Lord.

The primary mission of the Sacramental Minister is to provide for the liturgical and sacramental needs of the parish community in collaboration with the Pastoral Administrator. As a result, the primary relationship of the Sacramental Minister is with the Pastoral Administrator. The Sacramental Minister enjoys delegation of those sacramental powers granted by the Diocesan Bishop or Priest Moderator (e.g. witness marriage, dispense from obligations, etc.).

A Sacramental Minister is a member of the parish staff and meets with parish leaders in conjunction with the Pastoral Administrator as requested. This is especially important with the parish liturgy committee - ensuring effective communication, planning, and ministry formation. Through regular conversation, the Sacramental Minister shares his experience, wisdom and insights with the Pastoral Administrator. The Sacramental Minister is expected to communicate his needs and concerns to the Pastoral Administrator. Decisions that directly affect the life and ministry of the Sacramental Minister should be made together.

It is understood that the Sacramental Minister will exercise his responsibilities in a different way depending on whether he is assigned to a parish on a full time, part time or occasional basis. He may have other pastoral duties at the parish, in accord with his gifts and interests which are mutually agreed upon with the Pastoral Administrator. The duties of the regularly assigned Sacramental Minister could include :

1. work in collaboration with the Pastoral Administrator to discern how his gifts will be used in meeting the spiritual, liturgical and catechetical needs of the parish
2. work in collaboration with the Pastoral Administrator and liturgy leaders in planning and conducting weekend liturgies to implement all appropriate liturgical norms and ensure for the full, conscious and active participation of the assembly
3. participate in regular evaluation of parish liturgies along with the Pastoral Administrator and liturgy planners or the pastoral council to satisfy both appropriate liturgical norms and full, conscious active participation of the assembly
4. in consultation with the Pastoral Administrator, schedule and plan sacraments (including baptisms and marriages)
5. be available to the music director and various liturgical ministers in advance of those liturgies at which he presides for organizing ritual action, leaders and other logistical arrangements
6. be present to the congregation to greet parishioners and participate in the ministry of hospitality