

## **Job Description for Pastoral Visitor**

**Title:** Pastoral Visitor

**Time:** 10 hours (letter contract)

### **Purpose:**

1. To provide pastoral care to those in need.
2. To encourage and support lay people, particularly the Pastoral Care Team, in their roles and work in partnership with the ministry personnel.

### **Description of Work**

1. Visit shut-ins, those in long term care facilities or hospital, the sick and others as necessary/requested by the ministers and/or the Pastoral Care Team, coordinating with their own visits.
2. Maintain an ongoing list of those with pastoral needs.
3. Compliment and support the pastoral care work of the ministry personnel. Meet bi-weekly for planning and prioritization of visits.
4. Compliment and support the work of the Pastoral Care Team with whom the Pastoral Visitor is most involved. Attend monthly meetings of the Compassionate Care Team to which they will report along with Prayer Shawl Ministry, Prayer Chain and the Pastoral Care Team.
5. With the lead minister, work to provide monthly worship services to residences where services are offered by Applewood, and provide pastoral care to those who attend, as needed.
6. Maintain regular communication with ministry personnel, Office Administrator, and maintain personal confidential log of visits.
7. When requested by families, and in consultation with the presiding minister, may assist at funerals.

### **Skills:**

1. Passion for pastoral care.
2. Strong desire to minister to the needs of the congregation with empathy, compassion and understanding.
3. Excellent communication skills – listening, speaking and writing.
4. Ability to be a professional and caring presence to people at all stages of life and in varying circumstances.
5. Maintain healthy personal boundaries and appropriate confidentiality.
6. Administrative/time management skills and computer literacy.
7. Commitment to personal spiritual growth and continuing education.
8. Understanding and commitment to the policies and polity of the United Church of Canada.

### **Qualifications:**

A lay person or ordered minister (perhaps a retired clergy person) with a combination of life experience, education and training in the area of pastoral care.

Advanced courses in pastoral care welcome.

An up to date Police Security Check including Vulnerable Sector

The hourly rate offered will be commensurate with the qualifications and experience of the candidate selected and the UCC policy.

Reports to M&P.

Send your resume/interest to Donna Cane at [dcane1@cogeco.ca](mailto:dcane1@cogeco.ca).