



## Emmanuel United Church

### Position Description - Pastoral Care Provider

The vision of Emmanuel United Church is: *Called to be an inclusive, compassionate, Christ-centered community: sharing; questioning; justice-seeking; and welcoming all.*

Pastoral care is an essential and highly-valued part of the ministry of Emmanuel.

The Pastoral Care Provider contributes to the pastoral care ministry at Emmanuel by augmenting the visitation capacity of the Pastoral Care Team and the Minister, by serving as a member of the Pastoral Care Team and supporting its members in their work, by providing opportunities for connections with others for isolated individuals, and, by working with the Minister to address acute and ongoing needs.

#### **Pastoral Care Provider's Responsibilities:**

1. Regular visiting of primarily seniors in their own homes, in seniors' residences and in the hospital. Visiting will also be done through phone calls, by mail, and through social media.
2. Praying, listening, talking, encouraging, and supporting any member of the congregation with pastoral care needs.
3. Referring situations involving spiritual and/or acute needs to the Minister who has the primary responsibility for following up on those needs.
4. Providing additional support for people with acute needs in addition to regular visiting activities.
5. Working with the Pastoral Care Team and the Minister to provide a special service during Advent for those who are suffering a loss.
6. Co-ordinating the prayer circle.
7. Providing information regarding health care services, housing services, and other support services.
8. Offering workshops or seminars on pastoral care topics in co-operation with the Pastoral Care Team, and/or the Minister and/or the Keeping in Touch team if needed.
9. Coordinating a seniors group on zoom, weekly, at a mutually agreeable time.

#### **Relationship with Pastoral Care Team**

10. The Pastoral Care Provider will be a member of the Pastoral Care Team, will attend monthly Pastoral Care Team meetings and will contribute information, advice and recommendations regarding pastoral care at Emmanuel.



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### **Relationship with Ministerial Team**

11. The Pastoral Care Provider will meet regularly with the Minister and will provide information, advice, and recommendations regarding pastoral care at Emmanuel. The Pastoral Care Provider and the Minister will work together to support the pastoral care needs of the congregation.
12. For cases involving acute and emergency needs, the Pastoral Care Provider will bring them to the attention of the Minister who has the primary responsibility for following up on those needs. The Pastoral Care Provider will assist the Minister to address them as needed.
13. The Minister will provide pastoral care to the Pastoral Care Provider.

### **Relationship with Congregation**

14. The Pastoral Care Provider will keep connected with the life of the Emmanuel community. Attendance at Sunday services is required a minimum of once a month.

### **Qualifications**

15. The Pastoral Care Provider will have previous experience in pastoral care and formal pastoral care training (or will be in the process of obtaining formal pastoral care training).
16. Training in counselling is desirable.
17. Training and experience in the field of social work or nursing would be an asset.
18. Computer skills and basic proficiency in Microsoft tools are required.

### **Personal Attributes**

19. In order to provide the services outlined above, the Pastoral Care Provider will be:
  - sensitive and empathetic to the concerns and needs of others;
  - able to earn trust;
  - a good listener and conversationalist;
  - an effective communicator;
  - an excellent team player;
  - skilled at building relationships between congregants;
  - an organized and detail oriented person; and,
  - able to keep confidences.
20. The Pastoral Care Provider will have experience as a member of a Christian faith community.



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### **Terms and Conditions:**

21. The position of Pastoral Care Provider is a 15 hour per week position.
22. Salary will be paid monthly on the last day of the month.
23. An allowance of \$500 per year is provided for continuing education related to pastoral care.
24. Access to United Church of Canada Benefits is provided.
25. A driver's license and access to a vehicle is required. Mileage for Pastoral Care related driving will be compensated to a yearly maximum of \$2000. A mileage log must be provided.
26. The initial contract will be for one year with the option for renewal after one year.
27. There is a three-month probation period.
28. After the probation period, one month notice must be provided by either the Pastoral Care Provider or Emmanuel United Church if either party chooses to end the contract.
29. A vulnerable sector check dated within three months before the start date is required.
30. The Pastoral Care Provider will have two weeks of vacation leave and 5 days sick leave for each twelve months of service.
21. The Pastoral Care Provider works collegially with the Minister and the Pastoral Care Team and is accountable to and supported by the Ministry and Personnel Committee.

Ministry and Personnel Committee  
16 April 2023