

## Position Description: Minister of Pastoral Care

### First-St. Andrew's United Church, London

**Position Profile:**       Full-time                      X Part-time

If part-time, hours per week 14                      X Team ministry

### Pastoral Care Overview

Christian pastoral care provides emotional, social, and spiritual support to members and adherents of a congregation. At First-St. Andrew's United Church, pastoral care is carried out by a team of clergy and lay members of the congregation, tailored to an individual's needs. Pastoral care may take the form of listening, visiting, befriending, sustaining, and offering to pray with or read scripture together with the individual, or to offer the sacraments. Pastoral care may be desired by those in acute circumstances and those desiring longer-term intervention and may include the provision of practical help in cases of immediate need. Pastoral care extends across the entire age continuum.

### Position Summary

- The Minister of Pastoral Care at First-St. Andrew's is a member of the church staff who helps to develop and sustain the church community by providing pastoral care to individuals desiring it. The Minister of Pastoral Care works closely with the Minister of Worship and Congregational Life and relevant committees of the church.

### Autonomy in Decision-Making

The Minister of Pastoral Care reports to the Ministry and Personnel Committee (MPC) of First-St. Andrew's, which is responsible for formal supervision of staff, and the management of all human resource functions, including performance evaluation. Through a designated liaison, the MPC provides support and addresses any concerns raised by the incumbent or church members.

The Minister of Pastoral Care determines to whom they will provide pastoral care visits and the timing of those visits. They make recommendations to the church Leadership Council regarding pastoral care policy and provide leadership and direction to volunteer groups carrying out pastoral care. Generally, the Pastoral Care Minister does not have authority to authorize any expenditures, other than to request remuneration for travel expenses.

### Principal Areas of Responsibility and Associated Duties

#### *Pastoral Care*

The primary responsibility of the Minister of Pastoral Care is to provide support to members and adherents of the congregation who are homebound, in hospital, in institutions, in long term care or retirement homes; or to those requesting spiritual guidance. Although requests for pastoral care may come from any age group, past experience at First-St. Andrew's indicates that the Minister of Pastoral Care will work primarily with older adults and those in emergent situations or suffering from critical illness.

### *Leadership*

The Minister of Pastoral Care:

- oversees, coordinates, and assists with training and recruitment of volunteers in the congregation to provide pastoral care services and in so doing motivates, encourages, and supports others to share their own gifts for ministry;
- ensures that all church members desiring pastoral care receive it;
- serves as the staff resource to the Membership and Nurture Committee;
- provides leadership regarding pastoral care at Council and staff meetings;
- occasionally, speaks to the congregation about pastoral care;
- understands the need for confidentiality regarding their work.

### *Administration*

Because of the need for privacy and confidentiality in providing care to individuals, the Minister of Pastoral Care must maintain records of their own activities. They will provide aggregate data to the Membership and Nurture Committee and to Council. They will normally prepare their own communications (letters, emails). Limited paid and volunteer help is available for administrative tasks such as receiving phone calls, document preparation, photocopying, and booking meeting facilities. Shared office space can be provided if required; however, the Minister of Pastoral Care may choose to work out of their own home.

### *Community Outreach and Social Justice*

Although First-St. Andrew's engages in significant outreach and social justice activities, the Minister of Pastoral Care has no direct responsibility in this area. Rarely, they may be called upon to provide pastoral care to a member of a community that First-St. Andrew's serves. Ideally, they will be active participants, as volunteers, in the outreach work of the church and in the greater community.

### *Continuing Education*

The Minister of Pastoral Care will pursue personal, vocational, and professional goals for continuing education in consultation with the congregation's Ministry and Personnel (M&P) Committee.

### *Denomination and Communities*

The Minister of Pastoral Care has responsibilities as a member of The United Church of Canada, the Antler River Watershed Region, and the wider communities in which they operate. As appropriate, the Minister may be actively involved in the life of the regional council and/or General Council.

### *Faith Formation and Spiritual Practices*

The Minister of Pastoral Care provides guidance in faith and spiritual practices to church members and adherents.

### *Time Requirements*

Part time position, 14 hours per week. Included in the paid time are attendance at staff meetings (minimum once per month), two-hour monthly meetings of the Council and the Membership and Nurture Committee.

### *Self-care*

The Minister of Pastoral Care should identify specific measures they will take to exercise self-care in order to maintain a healthy balance of their own physical, emotional, and spiritual well-being, including rest, recreation, and appropriate professional development. They will collaborate with the M&P Committee to meet self-care goals.

### *Worship and Other Services*

The Minister of Pastoral Care may occasionally be offered the opportunity to lead Sunday morning worship services, marriage or funeral services. They will be paid separately for this work according to the guidelines established by the United Church and First-St. Andrew's.

### **Required Knowledge, Skills, and Abilities**

Ordained, Diaconal or Designated or Lay Minister with both training and experience in providing pastoral care. Particular expertise is required in handling concerns related to aging and palliative/end-of-life care. The Minister of Pastoral Care will have the ability to recognize when a client should be referred to others with specific, specialized counseling skills (e.g., addiction or mental health).

Needs to possess excellent communication, interpersonal and leadership skills. Ability to work in a team ministry.

### **Other Preferred Assets**

Clinical Pastoral Education would be an asset. Experience in scheduling volunteers, maintaining computer records, and involvement in community activities as a volunteer is desirable.