

## **Ministry Description: Home Visitor**

Position Risk Assessment: High (*Position Requires Police Records Check*)

Term of Office: 3 years, renewable; reviewed annually

Supervision and Support:

Reports to: Incumbent

Staff Liaison (if different from above):

Committee/Board responsible for this ministry: Pastoral Care Committee

Purpose:

To extend pastoral care to people experiencing crisis and to their families

Population(s) served: all members of the parish

Skills / Qualifications:

- knowledge and understanding of pastoral caring techniques, or willing to learn
- strong interpersonal, communication and listening skills
- a sensitivity to people of diverse backgrounds, and for those in difficult circumstances
- deep faith in Jesus Christ and commitment to the healing ministry of the Lord as understood by the Anglican Church
- personal commitment to a spiritual life, including worship, prayer, study and action as well as a commitment to personal development
- genuine compassion and respect for all persons
- conflict resolution skills, or willing to learn
- understanding of himself or herself as a Christian role model
- understanding of and enthusiasm for Anglican history and tradition
- the ability to set and maintain personal boundaries
- the ability to assess situations and problem-solve or refer appropriately
- the ability to work alone or in a team environment
- basic theological education or equivalent experience sufficient to articulate a personal Christian faith
- evidence of a personal engagement with the gospel

Spiritual Gifts Recommended:

- mercy
- wisdom
- counselling
- helps
- service
- discernment
- faith
- healing
- prayer

Training Provided:

- position-specific training (pre-requisite)
- in-service training (on-going, as needed)
- Diocesan Sexual Misconduct Training every three years

Meeting Date & Time:

- occasional pastoral care team meetings, or meetings with the Incumbent

Time Commitment Involved:

- as negotiated with the Incumbent

Duties & Responsibilities:

- to make scheduled home, hospital, and nursing home visits as assigned
- to offer presence and prayer during times of crisis and celebration
- to make referrals to the pastoral staff as necessary
- maintain appropriate and confidential records
- to work in conjunction with the Incumbent under his/her supervision
- communicate any concerns to the Incumbent, in a timely fashion
- communicate regularly with members of the team regarding scheduling, availability etc.
- prepare reports as required
- attend pastoral care team meetings regularly

Limits of the Position:

- the Incumbent will determine pastoral visitor and parishioner assignments setting goals,
- monitoring progress and determining the length of the assignment
- comply with the Screening in Faith Policy reporting requirement when meeting one-on-one
- comply with all policies governing confidentiality

Benefits & Opportunities:

- have a profound effect on the overall well-being of people and families in crisis
- grow personally and spiritually through service to others
- get to know the parish by serving a diverse cross section of the parish
- develop strong relationships with the pastoral care team

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*