

Pastoral Care (PC) Visitation - Job Description for PC Visitor

Title of Ministry Position: Pastoral Care Visitor

Responsible to: Pastoral Care Team Leader

Main Goal: To serve the Lord through use of one's God-given talent to minister to the elderly or shut-in members of Knox, offering support, hope and encouragement.

General Summary: The Pastoral Care visitor will maintain personal contact by regularly visiting, in person and via telephone, the church member(s) assigned to him/her offering conversation, Bible reading and prayer as requested, and bringing news from the church. The visitor will keep a record log of visits and treat conversations confidentially.

Roles, Responsibilities and Tasks:

- Maintain a vital spiritual life
- Plan and execute a visiting schedule that fits with the needs of the person(s) being visited and apprise the team leader of such
- Deliver Christmas baskets, Easter lilies, Daily Bread devotionals, as appropriate, throughout the year
- Maintain accurate records of visits
- Maintain confidentiality, unless the visited person is in danger
- Participate in events and activities offered by Knox, that develop pastoral care skills
- Advise the team leader of an expected absence and assist in finding a suitable replacement

Gifts, Skills, Experience and Qualities:

- An adult member of Knox, or an adherent of Knox, who has previously professed faith in Jesus Christ as Lord and Savior
- Compassion for seniors and disabled and some experience, if possible, working with them
- Patience and sensitivity to the needs of others
- Good listening skills
- Willing to share stories and personal experiences

Screening Procedure: In accordance with the Leading with Care policy of the Presbyterian Church in Canada, screening of adults involved in ministry with children, youth and vulnerable adults includes the acceptable completion of the following: a teacher, caregiver, pastoral care leader form; a Covenant of Care form; a Police Records Check; a reference check; and an interview by the Coordinator and Ministry Convenor. The Minister will be consulted prior to the screening process.

Orientation and Training:

- Mandatory Pastoral Care course
- Mandatory Leading with Care course, completed in person or by review and sign off of course material, followed by regular refreshers as determined by Knox Session

Support, Supervision and Evaluation:

- Regular check-ins with team leader (at quarter-end)
- Self-evaluation opportunities at training events
- Regular prayer support

Schedule and commitment: Each Pastoral Care Visitor will be responsible for up to three adult visitation assignments

October 12, 2015