

Position Title:	Minister of Pastoral Care
Reports to:	Chair – Ministry & Personnel
Minister Profile	(Part-time) 20 hours/week

The Minister of Pastoral Care is a part-time position with shared responsibility, alongside the full-time Minister, Spiritual Oversight Committee, Worship Committee and Fellowship Committee, for pastoral care ministry to and with adults and families within the church.

Job Functions

Pastoral Care (10 hours)

- Provide visitation/phone calls to members of Knox who are hospitalized, homebound and in retirement communities.
- Be available to provide counselling to those in need within our faith community.
- Provide spiritual guidance and support relative to weddings and funerals, as well as to personal counselling needs.
- Facilitate connections and/or provide referrals to community resources and services as appropriate.

Administration (5 hours)

- Assist the members of the Spiritual Oversight Committee, Worship Committee and Fellowship Committee in learning their roles as providers of care within Knox United.
- Provide pastoral staff supervision to the Spiritual Oversight Committee, Worship Committee and Fellowship Committee through advice, counsel, and administrative support as necessary.
- network and build professional relationships within the ecumenical community and take opportunities to profile and advocate for Knox as appropriate

Christian Education (2 hours)

- Collaborate with the Minister in developing an appropriate, effective pastoral care ministry for the Knox congregation. This would involve the Minister of Pastoral Care creating a philosophy and structure, as well as delegating to the pastoral care ministry, but not doing all the pastoral care themselves.
- Support the Minister, Music Director, staff and laity with the development and implementation of small care groups (such as grief support, etc.).

Worship (3 hours)

- Enter a preaching rotation and participate in worship, leading at least one service a month. This includes preparation of separate services for use in retirement/long term care communities, preaching in person or through the use of available technology such as pre-recording, FaceBook Live, etc.

Skills

- **Interpersonal:**

- a) posses superb interpersonal skills including; friendly and approachable, sincere and authentic, empathetic and compassionate
- b) be energetic and enthusiastic, passionate about teaching the word of God
- c) appreciative of diversities and welcoming to all in an inclusive and welcoming manner
- d) interact with others in a positive and professional manner
- e) be a leader but also encourage and nurture leadership in others
- f) recognize their strengths, areas for growth and limitations
- g) engage in ongoing professional development
- h) accept, reflect and act upon constructive feedback
- i) interested in personal and professional development

Skills

- **Critical Thinking:**

- a) able to solve problems and make decisions in a thoughtful, resourceful way
- b) manage conflict with tact and diplomacy
- c) exercise sound judgement
- d) understands impact of their own behaviour/emotions and recognizes emotions of others

- **Communication:**

- a) excellent communication abilities, verbally and in written form
- b) able to express thoughts in a relatable manner with audience in mind

- **Organizational:**

- a) ability to work independently and within a team environment
- b) strong self-initiative with ability to inspire and lead others
- c) manage time and workload effectively and efficiently

- **Technology:**

- a) possess moderate computer skills (Microsoft Office, PowerPoint, Zoom)
- b) possess basic social media skills (Facebook, Instagram, TikTok)
- c) possess working knowledge of website publishing platforms

Education and Experience

Required

- Ministry personnel in “good standing” of the United Church of Canada (minimum of 7 years experience preferred).
- Current Vulnerable Sector Police Criminal Record check.
- Sexual Abuse Prevention and Response training
- Commitment to collaborative, creative, and innovative ministry in a flexible work environment.
- Relevant experience in a church, hospital, or ministry setting.
- Excellent oral and written communication and interpersonal skills.
- Computer proficiency skills.

Preferred

- Racial Justice Awareness training
- Specialized training in community outreach, social work or youth counselling
- conflict resolution training

Reporting Relationship:

The Minister is responsible to Regional Council 15 and to the Knox United Church Council.