

VOLUNTEER MINISTRY JOB DESCRIPTION

Position: Pastoral Care Visitor

Nature of the Position

This position offers the volunteer a key role in supporting people in need within the parish and within the community at large. The goal of the pastoral care volunteer is to offer practical assistance to people either experiencing crisis or a need for support, and to their families.

Outline of Responsibilities

- Visiting sick or housebound parishioners
- Calling to check-up on a person
- Sending a pastoral note
- Praying for those in need
- Attending monthly Pastoral Care meetings
- Liaising with the Ministry Team as necessary

Skills & Experience

- Compassion and desire to help others
- Ability to maintain confidentiality
- Willingness to be available when needed
- Consideration for others and ability to listen

Boundaries & Limitations

- Maintain a safe environment for her/himself and for the person to whom he/she is ministering
- Respect for confidentiality

Support, Supervision & Training

- Responsible to the Rector
- Mutual support of fellow volunteers through regular meetings
- Training to be provided before volunteer begins ministry

Participation Group

- Ministry is to members of the parish as needed

Screening Requirements

- Two references
- Agrees to uphold the job description

Length of Term

- As desired by volunteer in consultation with the Ministry Team

Benefits to the Volunteer

- Satisfaction of fulfilling the needs of others
- Knowing that you have contributed to the role of the Church in pastoral care
- Personal enrichment and growth

RISK ASSESSMENT REVIEW

Risk	Description	Rating
Participant	Mainly Adults	Medium
Setting	Primarily Phone Conversations or visits in public locations (such as for coffee)	Medium
Activity	Conversations	Medium
Supervision	Normally One to One	High
Nature of Relationship	Somewhat intimate	Medium
Degree of Authority	No Authority	Low
Physical Safety	Some physical risks	Medium
Financial	No financial involvement	Low
Privileged Information	Some possession of privileged information	Medium
Damaged Reputation	Medium risk of damaged reputation	Medium

RISK ASSESSMENT: MEDIUM

The risk for this ministry is medium because the majority of risks factors for this ministry are medium and the position takes place for the most part in public contexts or over the phone, and carries with it minimal authority and only some access to privileged information. Volunteers who regularly visit parishioners one-on-one in their homes may need to undertake additional screening measures, but this is not the norm.

RISK MANAGEMENT REQUIRED

- Agrees to uphold the job description
- Police Record Check