"One in Christ, Reaching Out to Many"

VAPC is committed to being an inclusive and diverse faith community.

We aspire to be a welcoming place for all people, regardless of age, culture, religion, means, ability, ethnicity, gender or orientation.

We strive to be a safe place for all, and especially for those who have not felt safe or welcome.

We seek to be an open place, where the community is welcomed and where engagement with our neighbours is a vital and dynamic part of our identity.

POSITION: Pastoral Care Associate

MARCH 2023

Overview

The Pastoral Care Associate at VAPC will play a critical role in our overall plan for pastoral and congregational care. The Pastoral Care Associate will be responsible for visiting homebound and hospitalized members of our faith community and ensuring that the Minister, Session, and those responsible for pastoral contact (district elders or others as may be assigned) are informed and updated on pastoral concerns.

In addition, the Pastoral Care Associate will be responsible for regular contact with the general membership of the community, supporting and maintaining meaningful connections and communicating needs and concerns.

The Pastoral Care Associate will work closely with our lay pastoral care supports and with the Minister to ensure that VAPC is providing appropriate care and demonstrating genuine concern for each member of our community. The Pastoral Care Associate will support the values of our faith community and a commitment to openness, diversity and inclusivity will be essential.

Visibility and accessibility within the congregation will be important to the work of the Pastoral Care Associate. A reasonable and regular presence at Sunday gatherings and other important events in the life of our faith community will be expected. Participation in worship, as agreed upon, will be part of the role. Special pastoral events and services and assessing and addressing pastoral needs in the larger community will be discussed and planned in consultation with the Minister.
POSITION: Pastoral Care Associate at VAPC  
Varsity Acres Presbyterian Church  

MARCH 2023

HOURS: 15-17 hrs/week, depending on agreed duties and job configuration

REPORTS TO: Minister

QUALIFICATIONS:

- Training or background in pastoral care and pastoral theology
- Demonstrated skills in listening and maintaining a compassionate presence
- High level of emotional intelligence and self-awareness
- Ability to maintain clear professional boundaries and attention to self-care
- Willingness to work in an open, inclusive and faith-based context
- Commitment to professional confidentiality and accountability
- Clear understanding of professional and pastoral ethics
- Communication skills – both verbal and written
- Time management skills with ability to set priorities
- Ability to work self-directed and as a part of a team
- Excellent organizational skills

JOB SUMMARY:

- Responsible for visitation, pastoral calls and maintaining contact and connection with the congregation's members
- Supports and co-ordinates lay pastoral care in consultation with the Minister
- Participates in worship and events, remaining visible and accessible to the congregation
- Maintains clear communication with the Minister, Session and those assigned to pastoral contact

RELATIONSHIP TO THE MINISTER:

- Reports to the Minister on a consistent and on-going basis, communicating pastoral concerns and requests, ensuring that such concerns and requests are being met
RELATIONSHIP TO THE SESSION:

- Responsible for providing a pastoral care report for each Session meeting and attending Session meetings, as agreed upon or as requested
- Communicates pastoral cares and concerns to district elders (or to those assigned to pastoral contact)

RELATIONSHIP TO PERSONNEL COMMITTEE:

- Meets with Personnel Committee representative on at least an annual basis as part of the staff review process
- Discusses any employment issues with a Personnel Committee representative as required

DUTIES AND RESPONSIBILITIES:

A. Pastoral Care and Contact

- Provides pastoral care and contact to the congregation
- Visitation of those homebound and in hospital
- Maintains regular contact and pastoral presence with all members of the congregation
- Works with and co-ordinates with lay pastoral care supports

B. Communication and Accountability

- Reports pastoral concerns and requests to the Minister and maintains on-going communication regarding pastoral concerns
- Communicates pastoral concerns to district elders or those assigned to pastoral contact
- Provides a pastoral care report at each Session meeting and is present for Session meetings as agreed upon or requested
- Meets and maintains requirements to work with vulnerable sector individuals as outlined by the PCC's "Leading with Care" guidelines
- Maintains a confidential log of visits and calls
- Participates in staff meetings
C. **Visibility and Accessibility**

- Will be reasonably and regularly present and accessible at Sunday gatherings and other congregational events as agreed upon
- Will assist at services as agreed upon or requested and will provide leadership of services as agreed upon

D. **Planning and Co-ordination**

- In consultation with the Minister, plans special pastoral services and support events
- Working in consultation with the Minister, will assess and address community pastoral needs

**To Apply:** Please submit a letter of interest and resume to jobsvapc@gmail.com