

Opportunities to Serve Hamilton Conference - The United Church of Canada

PASTORAL CARE TEAM

Committee Mandate

“Pastoral Care is an important aspect of every ministry in the Church and is an area to which many ministry personnel give a great deal of time and effort; however, Ministers and their families do not always receive the pastoral care they may need. The high number of United Church ministry personnel on long-term disability and the anecdotal evidence of people involved in Presbytery and Conference Pastoral Relations indicates a great need for pastoral care among the ministry personnel of our church. The Pastoral Care Team is intended to assist the Presbyteries and the Conference in providing this pastoral care. The purpose of the Pastoral Care Team is to provide the same ministry of caring to Ministers and their families that members of congregations receive from their Ministers.” (Pastoral Care Team Policies, Procedures & Terms of Reference, p. 1)

The responsibilities of this committee are:

- to enable supportive Christian caring, a “friend in Christ” to someone in need, without any confusion or concern about conflict of roles
- to provide pastoral care to Ministry Personnel and their partners/families as a volunteer ministry
- to allow their names and phone numbers to be listed in a brochure which will be sent to all actively serving Ministry Personnel and which will be sent to each Pastoral Charge
- if willing and available for pastoral care at that time, to enter into a pastoral care relationship directly with Ministry Personnel who contact the Team Member
- to report to the Co-ordinators that a pastoral care relationship has begun
- if willing and available for pastoral care at that time, to enter into a pastoral care relationship on the initiative of the Co-ordinators or the Personnel Minister

- to be available most of the time for the assignment of a new pastoral care relationship case
- to decline any specific request due to pressures on or circumstances of their own life at that time

Co-ordinators will:

- oversee day-to-day functioning of the Pastoral Care Team
- keep a statistical record of the number of Ministry Personnel and/or partners and/or families who have been given pastoral care in any given period
- consult with members of the Pastoral Care Team in order to assign persons needing pastoral care
- ensure pastoral care is initiated when needed
- track demands being made on team members
- be aware of the number of cases each team member is carrying at any given time
- keep statistics on the duration of each pastoral care relationship
- make sure that team members have the support and resources they need in order to do their job
- work with the Personnel Minister to compile a list of therapists, crisis clinics, spiritual companions, financial counsellors, etc. in each area of the Conference so that such information is
- available to the team members should such referrals seem helpful
- work with the Personnel Minister to plan for and to
- arrange regular gatherings of the team members for team-building, training and mutual support
- work in co-operation with the Personnel Minister to prepare a budget to be submitted to the Finance Committee
- keep record of the expenses incurred by team members and by the team itself in respect to phone and fax costs, travel expenses, resources and training expenses
- in the event that concerns are raised about the appropriate functioning of a Pastoral Care Team member, will, after

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consultation with the Personnel Minister and the Pastoral Care Team member involved, recommend to the Conference Executive the termination of that team member's appointment.

Reporting Relationship

The Co-ordinators will report through the Conference Personnel Minister to the Executive and write a report for the Annual Meeting of Hamilton Conference included in the Record of Proceedings which will describe, in general terms, the purpose and work of The Pastoral Care team and give a summary of the statistics from the preceding year's work.

Gifts, Skills and Experience Needed:

Team members will be open to lay people and clergy; have basic training in pastoral care; have life experience and active participation in the life and work of the church enabling them to respond with sensitivity and compassion; be recognized by their peers within the Presbyteries and the Conference as having the gifts and graces which equip them to be sensitive and competent pastoral care givers.

Co-ordinators will maintain confidentiality; have a high level of credibility within Hamilton Conference, personal integrity, pastoral sensitivity, spiritual maturity and trustworthiness. Co-ordinators cannot, at the same time, be a member of or involved in the work of the Conference Division of Ministry Personnel & Education (MP&E) or a Presbytery Division of MP&E or its equivalent and will not,

normally, establish ongoing pastoral care relationships with Ministry Personnel or their families seeking pastoral care through this team.

Committee members will be open to the leading of the Spirit, active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues and differences in learning styles and passionate about the mission and ministry of The United Church of Canada.

Orientation and Training Available:

All Team Members will be screened before being appointed to the team.

Sharing the duties of the Pastoral Care Team and participating in learning events.

Membership:

The Pastoral Care Team will usually consist of **four to six members from each Presbytery**. Two Co-ordinators will be appointed from the team. Staff Support will be provided by the **Personnel Minister**.

Expectations and Terms:

Team members will participate in at least one orientation, training and mutual support gathering each year the Conference Office, by conference call and email exchange.

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~ Recommendations by Screening Committee ~

The Hamilton Conference Screening Committee has reviewed the job descriptions and associated material submitted by the above named committee and offers the Human Resources Committee these comments.

Reviewed On: 04/27/04

Risk Assessment: HIGH Risk

· potential High Risk as visiting one-on-one with the vulnerable

Appropriate Screening Steps:

For the Co-ordinator:

Application Form · Interview (Interview Script Available)

Reference Checks -- provide three(3) names:

- 1) Someone who has received pastoral care from the applicant
- 2) A Colleague
- 3) A witness to organizational skills Before the successful applicant's name is brought to Conference Executive a Level 1 PRC is to be shown to the interview team

Other Recommendations:

Co-Ordinator recruits Pastoral Care Team members and recommends them to the Human Resources Committee who then brings the names to the Conference

Executive at the Annual Meeting for election

Recommend that the Co-Ordinator and Human Resource Committee follow similar screening steps as for the Co-Ordinator ie. Reference Checks

Interview Script Level 1 PRC