



# Parish Pastoral

## Visitor Job description

### Term

One year fixed term with the potential to renew based on funding and the discernment of the appropriate model of ministry for the Parish.

### Hours

20 hours per fortnight, of which two hours per week are funded by Presbyterian Support Otago for Chaplaincy at Taieri Court. It is intended that flexibility in hours across the fortnight would allow for extra hours on occasion and fewer hours could be worked the following week.

### Remuneration

\$23.65 per hour. The Parish is a 'living wage' employer.

### Purpose

- To provide a consistent pastoral care
- To ensure a wide coverage of pastoral care across the whole Parish
- To relieve pressure from the Parish Minister's workload.

### Accountability

- The appointee will be accountable to Session, and report to them quarterly.
  - The appointee will report to the Minister at least monthly, at a time mutually agreeable.
- These reports will include at a minimum; who was visited and when, advice required, and any issues and questions arising.
- A support group will be formed including a person from each North Taieri and Mosgiel churches. This group should meet with the appointee twice a year.
  - A performance review shall be completed each year.

### Expectations

- The appointee will know and work within the code of ethics for those engaged in pastoral ministry in the Presbyterian Church of Aotearoa New Zealand
- The appointee will agree to a police check as required by PCANZ
- The appointee will undertake orientation and training to develop their theological and pastoral understanding in their own time. The church will reimburse all pre agreed expenses.
- Visits to Dunedin Hospital are included in the hours of work
- A travel log is required for the reimbursement of mileage at the Inland Revenue rates.

## Functions/Tasks

- To visit regularly our church family, including the elderly and those with chronic illness who cannot attend church
- To develop semi-professional pastoral relationships of trust confidentiality ■ To develop spiritual and prayerful relationships
- To visit as directed by the Minister who may occasionally suggest a hospital visit or involvement in a funeral.
- To coordinate the distribution of our quarterly Parish Magazine by our Parish visitors.

## Person Profile

- An excellent listener
- Keeps professional boundaries in relationships clear
- Able to bear the weight of confidentiality, but also knows when and how to break a confidence for safety's sake
- Understand and can recognize the person's needs physically, emotionally and spiritually
- Knows their own limitations and when to refer to the Minister or GP ■ Sensitive
- Able and willing to pray aloud with people when appropriate
- Familiar with the culture of a Christian Church, preferably Presbyterian
- Has relevant computer skills for email, reporting and other communications ■ Has own car and is willing to use it for work
- Is glad to work within and acknowledge the Mission of the Parish as below;

Jesus is Lord!  
Continuing Jesus' Mission,  
Changed Lives - Lived Out

Job Description (February 2023)