



**First-St. Andrew's United Church  
COUNCIL EXECUTIVE MEETING  
May 29, 2017  
The Library, 5:00 pm**

**Present:** Audrey Coulthard, John Eberhard, Tom Hiscock, David Manness, Bruce Moor, Dale Pettit, Jo Ann Silcox, Bob Swartman, Katherine Wonfor

The Rev. Tom Hiscock opened the meeting with prayer.

**Visitation Minister** – Tom Hiscock

Tom talked about his experience as Visitation Minister. Pastoral care includes many activities:

- Hospital visits
- Long-term care facility visits
- Home visits
- Talking to people in the halls of FSA
- During meetings at FSA
- Staff care
- Caring for people in the community
- Preaching
- Funerals

There is also administrative work that includes: answering emails, reading committee reports, staff meetings, maintaining a pastoral care list.

Tom estimated that a typical work week would involve:

- One third administration
- One third visiting hospitals and long-term care facilities
- One third visiting within the FSA building – visiting groups, speaking to members of the congregation in the pews

Volunteers that provide pastoral care include the Caring Callers and the Congregational Visiting Team. Part of the administrative work of the Visitation Minister is coordinating with these groups.

Tom believes an area that could be improved is coordinating the work of the Visitation Minister with other ministerial staff.

Tom considers the job of Visitation Minister as the “safety net” for pastoral care. The position offers consistent care, addresses issues as they arise, and means someone is available when crises occur in people’s lives.

Tom excused himself from the meeting.

A discussion on the position of Visitation Minister and pastoral care at FSA ensued.

- The amount of time on administrative duties is high, and it was agreed that this should be reviewed.
- Pastoral care requires that relationships be formed. Time spent in talking to people in the pews, during meetings, programs, etc., is important to build relationships.
- Pastoral care undertaken by other staff is not well communicated with the Visitation Minister and improved collaboration would be of benefit.
- Other elements of pastoral care including attracting new members and contacting members who are no longer active take a special skill set and no committee has been tasked with these activities.

Bruce Moor stated that the experience and stability Tom has provided during staff changes has been invaluable. It would be difficult to replace the many duties Tom outlined with volunteers and managing volunteers is significant work.

Ministry and Personnel and Membership and Nurture support the continuation of the position of Visitation Minister. Both committees consider the Visitation Minister an important part of the ministry of FSA.

Dale Pettit reported that the financial impact of the position is approximately \$30,000 per year. Givings are decreasing and the reliance on trust fund income is increasing.

RECOMMENDATION: Ask all persons doing pastoral care work, paid and unpaid, to report on the time spent performing pastoral care duties for 3 months (June to August).

ACTION ITEM: Jo Ann Silcox agreed to create a report on how pastoral care needs are being met at FSA.

The meeting was adjourned at 7:02 pm.

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Bob Swartman, Chair

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Katherine Wonfor, Secretary