

## REPORT OF VISITATION MINISTER AD HOC COMMITTEE

The Ad Hoc Committee to explore the possibility of continuing the position of Visitation Minister met twice over the summer. Members were Dr. Jo Ann Silcox, Heather Locking Cusolito, Heather Vouvalidis, Pat Pettit, Bruce Moor and Allison Watson.

The Visitation needs of the congregation were reviewed with the existing service providers (Rev. Michelle Down, Rev. Dr. David McKane, Dr. Jo Ann Silcox, the Congregational Visitors Team, and the Caring Callers team—and were found to be substantive.

A dossier was completed as per the requirements of London Conference's Effective Leadership protocol under the title Declaring a Vacancy including Ministry and Mission Profile, Congregational Demographics, Financial Reports, Position Guide etc. A Congregational Survey indicated very strong support for continuing this ministry ranking Pastoral Care as the 2<sup>nd</sup> most important ministry need at the present time—out of the 7 areas defined in the Profile. Trustees were consulted and we were assured that the position could be sustained for 1-3 years. Beyond that time frame, in the absence of a significant increase in finances, it would be appropriate to consider sharing a position with other churches. That option will be explored.

The Rev. Dr. David McKane, who M & P hired to temporarily fill this roll for 12 hours a week, from June to August, was interviewed at length and has agreed to let his name stand for a ONE YEAR APPOINTMENT while these options are explored.

Consultation was sought with the Acting Personnel Minister of London Conference given the short-term nature of this Appointment and it was agreed that given present circumstances we might move directly to an Appointment vs. an Advertised Vacancy, after Council approval and a duly called Congregational meeting with the following provisions.

The Board/Council via M&P can recommend the following plan to the congregation via a duly-called congregational meeting (Board/Council should approve it first in order to make the recommendation – create a paper trail of decisions):

1. In light of the potential for shared ministry through exploring partnerships for shared ministry with neighbouring congregations, and the uncertainty for First-St. Andrew's future ministry needs at this time it is recommended that:
  - a. The following Mission and Ministry profiles be considered for approval.
  - b. The job description stemming from these Mission and Ministry profiles be approved
  - c. That a one-year time-limited 12-hour a week appointment with Rev. Dr. David McKane be approved, with a 30-day notice period for all parties to withdraw from the relationship instead of the normal 90 day notice.
2. This 30-day period is because it is assumed that First-St. Andrew's will be actively seeking opportunities to more permanently define its future ministry needs so the 30-days offers flexibility for all parties in expectation that a wonderful partnership opportunity might arise
3. All three motions can be done at a congregational meeting and all three reasons for calling the congregational meeting need to be included in the notice for calling it.
4. Send the appointment paperwork to settlement @ [settlement@londonconference.ca](mailto:settlement@londonconference.ca)

# FIRST-ST. ANDREW'S UNITED CHURCH

## POSITION DESCRIPTION

June 2017

### VISITATION MINISTER

**12 Hours per week (flexible hours)**

**Requisite Qualification: Ordained, Diaconal or Designated or Lay Minister**

#### **General**

Reporting through the Minister of Worship and Congregational Life to the Ministry and Personnel Committee, which represents the Council of First-St. Andrew's United Church, the Visitation Minister works as a member of the church staff to collectively develop church community. He/she has the responsibility for pastoral care of the congregation under the direction of, and in association with, the Minister of Worship and Congregational Life.

#### **Specific Responsibilities**

1. Has primary responsibility for visitation of hospitalized, institutionalized and shut-in members and adherents of the congregation.
2. Serves as staff resource on the Membership and Nurture Committee.
3. Oversees and assists with training and recruitment of volunteers in the Congregational Visiting Team, Caring Callers and Care for the Caregiver programs.
4. Acts as liaison with other committees and programs relevant to the role.
5. Shares in conducting funerals and weddings, and from time to time may conduct worship services in the absence of the Minister of Worship and Congregational Life.

#### **Records**

A copy of this document shall be made available to the employee and kept in the file located with the Ministry and Personnel Committee.

This job description shall be reviewed and updated no later than 2 years from the date approved by Council.

***Created by: Ministry and Personnel Committee***

***Date Approved by Council: September 19, 2017***

# MINISTRY AND MISSION PRIORITIES 2017 FIRST-ST. ANDREW'S UNITED CHURCH

