

# **Westminster Church Community Care Worker**

## **Westminster Presbyterian Church**

*I give you a new commandment: that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are My disciples, if you have a love for one another. John 13: 34-35*

### **Background**

Westminster Presbyterian Church, located at 470 Roosevelt Ave., Ottawa, is committed to providing a safe and welcoming environment for all. We respect and encourage everyone's unique skills and talents, learn about and worship God, and serve the community, all while laughing together with the joy only Jesus can deliver. We are an older congregation that is slowly growing and attracting new families. We would love for you to join us on this journey.

Our ministry has always included pastoral care and employed a paid pastoral care coordinator for many years. The person in this role supports the Minister and session by visiting congregation members who cannot attend church or need additional support due to illness or challenging circumstances. In many ways, it is a ministry of presence.

We are now looking to expand this role: a crucial part of our mission to provide care for all ages. In addition to pastoral care work, primarily in service to older church members, we aim to provide increased support for children's programs and small group ministry. We seek a community care worker to help us provide a more holistic care network for the congregation. Your role will be instrumental in shaping the future of our church community.

### **Community Care Worker**

The community care worker will be an employee of Westminster who works 20-24 hours a week and reports to the Minister. It is understood that some of these hours will include evenings and weekends. We understand the importance of work-life balance and are committed to providing a flexible schedule.

### **Major Tasks**

The community care worker will be responsible for the following:

- Pastoral care leadership (approximately 60% of the hours)
  - Pastoral care visiting in homes, retirement communities, and hospitals
  - Leading a team of pastoral care visitors
  
- Sunday School Coordinator
  - Recruiting volunteers from the congregation
  - Maintaining a roster of teachers and helpers for Sunday school classes and nursery care
  
- Leading small groups (such as coffee drop-ins for seniors)

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- Ordering support materials, creating bulletin boards and information displays, and occasionally participating in worship services as required

### **Required Qualifications**

- A clear expression of reformed Christian faith
- A high degree of comfort in home, hospital, and retirement community environments
- Strong interpersonal skills
- Strong English communication skills
- Residence in the Ottawa area
- A vehicle and valid driver's license
- An up-to-date Vulnerable Sector police check
- Compliance with the Presbyterian Church's Leading with Care Policy (This training will be provided.)
- The ability to work both independently and as part of a team
- Self-motivation and strong organizational skills
- Adherence to confidentiality guidelines

### **Preferred Qualifications**

- Experience working with elderly and/or vulnerable populations
- Experience working or volunteering in a church setting

### **Work Environment**

As part of a small church staff, the Community Care Worker will participate in regular staff and prayer meetings, communicate with the Minister regarding congregational concerns, and liaise with various church groups as required. However, much of the work will involve working independently (organizing visits with congregants in person and through phone calls, recruiting volunteers, tracking information, etc.). The hours will be flexible but will require some evening and weekend work.

### **Remuneration**

Salary will depend on the successful applicant's experience; however, Westminster does not pay below the Ottawa living wage (currently \$21.95 per hour). Vacation pay is 4% of earnings.

There will be reimbursement for mileage (currently \$0.45 / km as set by the Presbyterian Church in Canada) and some money available for professional development.

**To apply, please email your resume and cover letter to [admin@mywestminster.ca](mailto:admin@mywestminster.ca)**