

## **Ministry Description – Shepherd**

*Amended by St. Stephen's Parish Council January 13, 2025*

### **Qualification, Knowledge, Attitudes**

The quality desired in a Shepherd is a mature faith and he or she should be of good character, and comfortable in talking about his or her faith and have a regular habit of prayer.

To be appointed as a Shepherd, he or she must attend worship and parish activities regularly at St. Stephen's for at least one year. He or she must complete a Vulnerable Sector Check. The Vulnerable Sector Check must be redone every three years and prior to the current one expiring.

### **Appointment**

A Shepherd is a person appointed by the Pastor and Church Wardens to visit regularly on behalf of St. Stephen's for the purpose of providing pastoral care. He or she is appointed annually at the October Parish Council meeting and works with the clergy to provide pastoral care to the people of St. Stephen's.

### **Responsibility**

The ministry of a Shepherd is to listen to the person being visited, encourage the person in his or her faith, and foster the relationship between the parishioner and the parish. The Standards for Pastoral Care will be a guide for the Shepherd. The Shepherd maintains contact with parishioners through phone calls and visits in the home, hospital or other agreed upon place. A Shepherd who is also appointed as a Eucharistic Assistant may take private communion to the sick and shut-in. A Shepherd may visit alone or with another Shepherd.

A Shepherd is expected to keep the information learned in the course of a visit or phone conversation confidential. He or she is not to use the position of Shepherd or hospital visitor for his or her personal gain.

### **Specific Duties**

A Shepherd should be prepared to:

- pray with the person;
- ask if the person wishes to have his or her name put on the parish prayer list;
- maintain a private record of the visit; and
- with the person's permission, advise the Incumbent of problems, if a visit by clergy is required or when the person is in hospital.

A Shepherd should be familiar with the pastoral care and spiritual care notes in the Parish Handbook, [www.ststephenanglican.com](http://www.ststephenanglican.com) and the Parish Information For New and Continuing Parishioners pamphlet so that he or she can convey accurate information to parishioners.

A Shepherd will submit a monthly report in writing to the Pastor giving for each visit: the date, location and who was present. If no visits have been made, the report is submitted stating no visits were made.

**Supervision/Accountability**

The Shepherd is accountable to the Pastor.

The Shepherd(s) may meet three times a year with the Pastor, for the purposes of training, problem solving and supervision.

The appointment as a Shepherd may be discontinued by the Pastor and Church Wardens for not carrying out the responsibilities and duties of a Shepherd or inappropriate behaviour with a parishioner.