

## PERSONAL AND CONFIDENTIAL

### Dear

The Board of ..... Church, is pleased to offer you the position of Parish Nurse, effective \_\_\_\_\_ . The following sections highlight details related to this position.

**Effective term of agreement:** The agreement begins on \_\_\_\_\_ , and concludes \_\_\_\_\_ .

**The Role:** Responding to the healing ministry of Jesus, a Parish Nurse is committed to nourishing, sustaining and supporting the physical, emotional and spiritual health of those served by the Health and Wellness Ministry of ..... Church. This is done through education, counselling, advocacy, referral, training and facilitation of volunteers, and the integration of faith with health in all aspects of life.

**Accountability:** You will report to the Board through the Membership and Spiritual Care Committee and its subcommittee, the Health and Wellness Team.

- Performance evaluation after first three months and annually.
- Work closely with the Health and Wellness Team to assess needs of the congregation and develop resources to support the congregational needs.
- Work closely with the Minister(s) and Pastoral Care Team.
- Maintain confidential records according to the Standards of Practice of the College of Nurses of Ontario
- Maintain professional competence using the Standards of Practice Guidelines and Quality Assurance Program of the College of Nurses of Ontario and the Standards of Practice and Competence Guidelines of the Canadian Association for Parish Nursing Ministry
- Maintain current CPR certification

**Police Check:** The Parish Nurse position is offered to you on the condition that you obtain a Level Two Police Check at your expense. Please show a copy to the Chair of the Ministry and Personnel Committee. The Police Check will be kept in strict confidence.

**Responsibilities:**

- Assist in the Development of a Health and Wellness Ministry
- Serve as a member of the Health and Wellness Team (of present church)
- Address the needs of Calvary Memorial United Church Members and adherents of all ages
- Arrange visits to the those in need and hospitalized making recommendations as appropriate
- Enhance the wellbeing of members and the community experiencing a sense of isolation and/or loss
- Make referrals for appropriate Pastoral assistance such as visits by Ministers or volunteers and counselling etc.
- Promote the understanding of the connection between physical, emotional and spiritual health, encouraging a “whole person” approach
- Utilize community health resources
- Educate and equip volunteers
- Facilitate and /or conduct individual and group health education activities
- Maintain confidential records
- Submit written reports as needed

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**On Behalf of the Board**

**Parish Nurse**

**TERMS OF EMPLOYMENT**

**2015/07/16**

**Accountability:**

- Provide proof of RN Registration renewal annually(check RNAO/CNO website)
- Provide Proof of certified PN course entrance/completion
- Performance review

**Remuneration:**

- Full-time/Part time position - hours/pay
- Employee Benefits -
- Professional and Learning support -
- Vacation Pay
- Travel Allowance -

**Support:**

- Office space/equipment/locked filing cabinet/laptop
- Secretarial support
- Use of Church facility

**Termination:**

- It is agreed that ninety(90) days notice will be given in the event of termination of this agreement by either party.

- In the event that a new Parish Nurse is contracted to continue the ministry, all confidential client files will be transferred to said person and proper notification given to clients.
- If the Parish Nurse position is vacant upon termination, the confidential client files will be dealt with according to the direction of CAPNM Termination of Ministry guidelines

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**On Behalf of the Board**

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**Parish Nurse**