

**Job Description and Responsibilities for the Chaplain
of Lutheran Care Society of Saskatoon, Incorporated
known as LuMinHoS**

The Chaplain fulfills the vision and mission of the LuMinHoS by conducting the ministry of word and sacrament in the Saskatoon Hospitals, working collaboratively with other denominational and staff chaplains and First Nations Elders. The Chaplain shall be employed on a full-time basis. The position shall serve under and be directly responsible to the Board of Directors of the Lutheran Ministry in Hospitals of Saskatoon (LuMinHoS).

The Chaplain will be an ordained clergy affiliated with a Lutheran church in Canada.

The work of the Chaplain should be focused on hospital visitation 75% of time and 25% on administration (e.g. worship, memorial services, meetings, computer work, recording, filing, etc.) Work may be summarized as follows:

I. HOSPITAL VISITATION:

1. Provide spiritual care to Lutheran patients and their families, in the Saskatoon hospitals, in accordance with the Saskatchewan Health Authority Memorandum of Understanding, Affiliation Agreement
2. Make the initial visitation of all identified Lutheran patients admitted to the hospitals in Saskatoon
3. Provide or facilitate access to the Sacraments for patients and their families
4. Respond on a 24-hour emergency basis for pastoral calls to hospitals
5. Work in co-operation with the Visitation Committee Chair and the LuMinHoS visitors
6. Facilitate training, coordinate and supervise visitors
7. Work as a team member with hospital staff.

II. SUPPORT LUTHERAN CONGREGATIONAL PASTORS with respect to their members in hospital

1. Work in cooperation with other clergy in the Saskatoon area, and report names of patients to their own pastor, with the patient 's permission
2. Report to the out of town clergy their members who are hospitalized, with the patient's permission.

III. FOLLOW-UP PROGRAM

1. Encourage the patient to enter a fellowship with a congregation when they are discharged from the hospital
2. Provide reports to go to the Sask Synod Mission in Ministry Committee who provided the funding for this program.

IV. PROMOTION

1. Explain and present the program of LuMinHoS to congregations and other organizations as opportunities arise
2. Attend meetings of Regions and Ministry Areas of the Lutheran Churches, and upon invitation present the work and concerns of LuMinHoS to these bodies
3. Attend meetings of Health Care organizations as necessary.

V. CARRY OUT OTHER DUTIES AS ASSIGNED

1. Report activities of Chaplaincy to the Board and its Committees
2. Conduct Sunday Services in hospitals as requested and feasible
3. Maintain current level of skills and knowledge through continuing education.

DATE (O): September 2014
DATE (R): 2020