

Field Education Placement
JOB DESCRIPTION

< Initial Here >	
Student	Supervisor

Name of the organization / company:

Weekly Day/Time:

Position Title:

Name of Student:

Main functions:

Supervisor:

Duties:

Training Provided:

Placement Requirements:

Additional Comments/Requests:

This sample template for a job description may be used by the student and organization. If desired, a comparable existing job description from the organization may be substituted.

Field Education Placement
JOB DESCRIPTION

< Initial Here >	
Student	Supervisor

Name of the organization / company: Hallelujah Christian Church

Weekly Day/Time: Every Wednesday from 1:30-4:30pm, plus Sunday Service

Position Title: Pastoral Visitation Assistant

Name of Student: Mark Renwick

Main functions: To provide friendship, support, and encouragement to the elderly and shut-ins within the church congregation

Supervisor: Rachel Hamilton

Duties:

- Supervisor will assign a list of people to visit regularly throughout the placement
- Will recommend on Sunday any specific people to ensure visiting that week
- Responsible to schedule visits for Wednesday afternoon (or another mutually convenient time)
- Committed to visiting each person weekly when possible (bi-weekly if needed)
- Through visitation, will develop relationships that facilitate the development of self-esteem and self-acceptance through music, games, crafts, and social interaction with the person
- Will converse about spiritual matters and pray with the person
- Will complete updates and prayer requests for each person to pass on to the Hallelujah pastoral team

Training Provided:

- Working with the Vulnerable Sector Protection Training Day
- Training session on confidentiality policies and reporting expectations
- Orientation to Emmanuel Estates
- Reading of: The Reformed Pastor by Richard Baxter
- Follow-up discussion on reading during regular supervision meetings

Placement Requirements:

- Sign the Doctrine of Faith and Lifestyle Agreement of Hallelujah Christian Church

Additional Comments/ Requests:

- If possible, would I be able to extend my placement to 12 weeks so I finish after exams (Dec 15)?