

**POSITION DESCRIPTION/TITLE: Visitation Pastor**

REPORTS TO: Senior Pastor  
STATUS: Part-time (16 hours per week)  
APPROVED DATE:

**GENERAL DESCRIPTION:**

The Visitation Pastor will be responsible for providing pastoral care and regular visitation to members of the congregation who are unable to participate in worship or in the life of the congregation, generally due to health concerns or physical limitations; and provide pastoral care on an emergency basis, when the Senior Pastor is unavailable. The Visitation Pastor will also oversee and equip a team of lay members to provide additional visitation ministry.

**ESSENTIAL FUNCTION:**

**Visit congregants who are considered “shut-in” and are unable to participate in church activities.**

- Develop a roster of folks who are unable to participate actively in the life of the church, primarily due to health concerns or physical limitation.
- Coordinate “regular” (likely meaning a minimum of “monthly”) contact with our church “shut-ins” by the Visitation Pastor and the Visitation Volunteers. “Contact” can be defined as a face-to-face visit, phone call or written correspondence.
- Submit monthly mileage report to the Senior Pastor for reimbursement.
- Contact the church office with names of folks who would like to be included on the church prayer list.

**ESSENTIAL FUNCTION:**

**Recruit and equip a team of lay Visitation Volunteers, who can assist with “shut-in” visitation, in addition to the Visitation Pastor.**

- The term “visitation” can include face-to-face contact, phone calls or written notes.
- Provide training for visitation volunteers on a regular basis (likely monthly) on issues that would be relevant and appropriate for the ministry of visitation (such as grief, hospital protocol, prayer, confidentiality, etc.)
- Coordinate assignment of lay visitors to the “shut-ins” and develop monthly reports to be completed by the visitation volunteers for the purpose of confirming the effectiveness and reach of the ministry.
- Provide monthly compilation of visitation by the Visitation Pastor and Visitation Volunteers to the Senior Pastor, to include names and dates of folks visited, called and receiving notes.

**ESSENTIAL FUNCTION:**

**Provide the sacrament of Holy Communion to shut-ins (as they desire or are able) through the Visitation Pastor and/or the Visitation Volunteers.**

- Arrange for the availability of travel communion sets and coordinate with the head of Communion set-up to have those elements consecrated in Sunday morning worship.
- Train the Visitation Volunteers to serve Holy Communion, as needed.

**ESSENTIAL FUNCTION:**

**Provide pastoral care or hospital visitation to the congregation, on an emergency basis, when the Senior Pastor is unavailable.**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Maintain confidentiality and comply with HIPAA privacy rules and regulations.
- Demonstrate appropriate social skills for interacting with others.
- Have the ability to both DO helpful visitation and EQUIP OTHERS to do visitation, in ways that expand our reach.

**MINIMUM QUALIFICATIONS:**

- Be an ordained or licensed clergy person in good-standing.
- Have completed at least one unit of CPE (Clinical Pastoral Education) or possess equivalent previous experience and a minimum of two (2) years supervisory or administrative experience.
- Strong written and oral communication skills
- Basic computer skills
- Valid driver's license with an "acceptable" driving record and proof of insurance on personal vehicle.

cag

03/07/2018