

First Presbyterian Church Ministry Position Description

POSITION TITLE: Parish Visitor
REPORTS TO: Associate Pastor for Worship and Pastoral Care
SESSION OVERSIGHT: Personnel Committee
POSITION STATUS: 20 Hrs/week, Part-time, Hourly
FLSA STATUS: Non-Exempt
PREPARED DATE: rev. 10/8/15
APPROVED BY: Session
APPROVED DATE: 10/19/2015

VISION: I acknowledge that I am part of a team at First Presbyterian Church that is seeking Christ and sharing His love. I am an integral part of how that vision is projected through my attitude, my service and my daily tasks. I commit to maintain & live by the staff covenant.

JOB SUMMARY: This part-time position assists the Pastors with the visitation and prayer ministries. The incumbent responds to directed visits by the Pastors and/or visits, calls or writes notes to members of the congregation upon independent initiative. The visitation program is coordinated with other staff members whose roles are related to the Parish Visitor's duties.

The focus of the position is on:

- relationship building with the congregation,
- identifying visiting needs for the pastors.
- working with the diaconate to identify visiting requests/needs, and
- providing worship assistance as deemed necessary.

ESSENTIAL JOB FUNCTIONS

- Arranges visitation of ill, troubled or concerned congregation members upon request or when deemed appropriate
- Conducts visitation using effective listening skills, empathetic demeanor and responsive follow-up, when required
- Assesses the nature of congregation member's concern and considers possible areas of referral, when necessary
- Protects confidentiality of the person being visited unless the person agrees to have information shared in order to follow-up
- Provides Pastors with monthly status reports related to visitation
- Ensures that the needs for prayer are shared with the congregation through weekly communication

- Prepares for, regularly attends, and actively participates in church staff meetings and individual meetings with clergy and staff. Participates in staff worship on a regular basis

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

- Excellent active listening skills and empathetic demeanor
- General knowledge of appropriate scripture
- Knowledge of FPC family members
- Demonstrated organizational skills necessary to coordinate visitation and meetings
- Bachelor's degree in relevant field of study or comparable experience required