

**FIRST PRESBYTERIAN CHURCH
JOB DESCRIPTION
DIRECTOR OF VISITATION MINISTRIES**

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PURPOSE: The purpose of this position is to provide pastoral care needs for members and friends of First Presbyterian Church, in conjunction with the Head of Staff. In addition, this position will share in leadership of Bible Study sessions at care facilities. This is a 15 hour/week position

PROVIDE PASTORAL CARE

In conjunction with Head of Staff, this role will:

- Provide Christian presence of support, affirmation, insight and referral during times of joy, sorrow, and transitions (such as weddings, funerals, baptisms, confirmations, graduations, retirements, etc.)
- Provide immediate response to people in times of emergency or crisis
- Visit people in hospitals
- Make regular visitation in retirement homes, care facilities, & homes
- Participate in the worship life & fellowship of the congregation
- Participate in Board of Deacon meetings
- Cultivate strong one-on-one relationships with as many members and friends of FPC as possible

BIBLE STUDIES

- Alternate leading Bible Studies at care facilities with Head of Staff as that becomes possible

ENSURE COMMUNICATION

- Ensure that good systems of communication exist within all levels of the congregation and from the congregation to the community
- Participate in a weekly program staff team meeting in conjunction with Head of Staff, Director of Youth Ministries, Director of Discipleship & Engagement.

THEOLOGICAL IDENTITY

- Understand and enthusiastically support the theological identity of First Presbyterian Church as articulated in the
 - Mission Statement
 - “Worship at First Presbyterian Church”
 - “Case Statement”
 - “The Theology that Draws Us Together” in A Magnet for Ministry

ATMOSPHERE

- Maintain a caring, supportive attitude toward all who telephone or come into the church building, understand and support the purpose of the church and view caring for individuals as an important aspect of the church’s ministry

CONFIDENTIALITY

- Maintain confidentiality concerning financial contributions, pastoral care, counseling, and any information about members or friends of the church received directly or indirectly
- Maintain appropriate confidentiality and professionalism among staff relationships
- Serve as a mandatory reporter in cases of child abuse

ACCOUNTABILITY

- Responsible to the Session of First Presbyterian Church through the Administration and Personnel Committee and Head of Staff.

EDUCATION AND EXPERIENCE

- Bachelor's degree
- 5+ years' pastoral care experience preferred

SKILLS AND ATTRIBUTES

- Possess a commitment to Jesus Christ, the church local and the church universal
- Practice a vibrant prayer life and spiritual discipline
- Have proficiency pastoral care and leading Bible Studies with the elderly population.
- Be willing to provide pastoral care to others with a variety of beliefs and needs.
- Be genuinely willing to honor persons of various ages, backgrounds, economic statuses, physical abilities and faith perspectives
- Have a strong work ethic (including the ability to go the extra mile when needed)
- Have persistence, creativity and flexibility
- Possess a willingness to listen to differing viewpoints and diplomatically and respectfully respond based on internal beliefs, the theological identity of FPC, and Christian principles