

POSITION DESCRIPTION & RESPONSIBILITIES:

VISITATION PASTOR

(Start date 6/1/2018)

The primary responsibility of the Visitation Pastor is to provide pastoral care and visitation to the congregation, leading, equipping and challenging them to fulfill their ministry to each other and to the world to which they are sent as servants under the lordship of Christ. His or her responsibility to the community at large or to the general church is not to take priority over the needs of the congregation.

The Visitation Pastor is accountable to the Church Council and the Staff-Parish Relations Committee; is expected, as a member of the staff of the church to demonstrate the current mission / vision / core values of our local congregation.

The Visitation Pastor's roles and responsibilities include the following:

1. QUALIFICATIONS:

- An experienced ordained or licensed local pastor with skills in visitation ministry or the equivalent work experience.
- An outgoing personality with good interpersonal contact.
- Ability to organize and carry through programs of visitation ministry.
- A team person who works well with others.

2. OVERALL RESPONSIBILITY/ACCOUNTABILITY:

- The overall responsibilities of the Visitation Pastor are to make contact with first time visitors to the church and/or Sunday school and visiting the sick and shut-ins.

3. DUTIES:

- Making contact with first time visitors to church for Sunday worship and/or church school.
- Welcoming them to the church and seeking to lead them into active membership.
- Coordinating the laity teams for contacting first time visitors, and revising program as needed. Participation in Sunday worship services with occasional preaching as coordinated with the Lead Pastor.
- Sharing in hospital and nursing home calling and home follow-up on the sick and shut-in.
- Coordinate with the Lead Pastor as needed to update staff on membership needs and results of visitation. Organize and coordinate New Member classes.
- Oversee the Information Center and Hospitality.
- Funerals
- Additional support as needed by Lead Pastor.

RESPONSIBLE TO

This person is responsible to the Lead Pastor.

WORKING HOURS

This is a part time 20 hour position.

SALARY - Will be established on an annual basis, usually in the fall for the following year.

BENEFITS & VACATION - As outlined in WUMC Employment Policy.