

JOB DESCRIPTION

POSITION: **Part-Time Visitation Pastor**

Purpose: To provide pastoral care, to proclaim the Good News, and to administer Holy Communion to infirm and shut-in persons in their homes, hospitals, nursing homes, and other special settings.
 To be a resource person with knowledge of church and community services which will aid and assist home-bound and nursing home members of the congregation.
 To support the whole ministry of First Lutheran Church while attending to a specialized portion of First Lutheran's membership.

Supervision: The Part-Time Visitation Pastor serves under the supervision of the Senior Pastor. The Visitation Pastor is responsible for reporting monthly to the Senior Pastor.

Responsibilities: Subject to review and adjustment in conjunction with the Senior Pastor and the Church Council, the following constitute the major responsibilities of the Part-Time Visitation Pastor:

1. To visit all home-bound members of First Lutheran. The frequency of visits will vary greatly from member to member, but most can be visited either monthly or once every two months.
2. To visit all nursing home members of First Lutheran once each month.
3. To serve as liturgist at one worship service each Sunday the Visitation Pastor is available.
4. To oversee the Deacon Ministry (lay ministers providing Holy Communion to home-bound and/or nursing home residents).
5. To visit members of First Lutheran in the hospital in conjunction with other staff/ members of First who make hospital calls, typically one day per week.
6. To serve as pastoral advisor and resource person to the Keenagers (older adult ministry).

Working Conditions

The position of Part-Time Visitation Pastor is intended to be very flexible in terms of time management of responsibilities and time away from First Lutheran. As long as the basic responsibilities are fulfilled, how and when the pastoral ministry is done is at the discretion of the Visitation Pastor.

The position requires the Visitation Pastor to drive his/her own automobile.

While the Visitation Pastor is not expected to attend staff meetings, the pastor should be in contact with the Senior Pastor, Parish Nurse, or other members of the staff depending upon the circumstance, so that the pastoral care needs of shut-ins and

nursing home members are know among those who provide care.

The church will provide an office and secretarial support. Because of the part-time nature of this position, it is possible in future years that the office space would be shared with another member of the First Lutheran staff.

Submitted by First Lutheran Church, Eau Claire, Wisconsin