

THE NATIONAL PRESBYTERIAN CHURCH PARISH VISITOR

POSITION DESCRIPTION

The position of Parish Visitor is a three-quarter time position on the Program Staff of the National Presbyterian Church and is exempt under the Fair Labor Standards Act. The incumbent works under the supervision of the Executive Pastor and works with the Senior Pastor and Associate Pastors to ensure that appropriate care and Christ-like compassionate support are provided to persons in need.

MAJOR DUTIES AND RESPONSIBILITIES

1. Coordinate requests for care and work with pastors, deacons, the Elder for Congregational Care, and both the Administrator and the Assistant for the Executive Pastor and Serve Ministries, to make assignments for care-giving visits and telephone calls.
2. Visit or telephone persons needing care and provide appropriate counseling.
3. Process congregational care needs and connects such needs to appropriate care ministries.
4. Notify the appropriate deacon(s), staff, and congregation of the need for care.
5. Prepare and update the weekly Care & Joy List.
6. Communicate to pastors the names of persons who should be included in prayers in worship on Sundays.
7. As requested, attend staff meetings and meetings of the Congregational Care Pillar and the Board of Deacons' Executive Committee.

QUALIFICATIONS

- A. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for the church of Jesus Christ.
- B. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.
- C. Demonstrated ability to relate to people of all ages and to maintain a friendly, composed demeanor in all telephone and personal contacts.

- D. Demonstrated empathy for people who are hurting and the Christian skills to assist them.
- E. Strong skills in listening, oral communication, and counseling.
- F. Demonstrated ability to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, and the general public.
- G. Ability to maintain the strictest confidentiality regarding calls, correspondence, files, conversations, and personal appearance of those seeking help from Congregational Care.
- H. Bachelor's degree from a four-year college or university.
- I. Ability to pass appropriate pre-employment background checks.
- J. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is sometimes required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee is frequently required to drive an automobile and to stand and walk. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church.