

St. Paul's United Methodist Church

2000 Shutterlee Mill Road, Staunton, VA 24401

Position Description: Minister of Visitation

Basic Function: The Minister of Visitation will be responsible for extending St. Paul's UMC's ministry to our congregation through visitation of shut-in members, hospitalized members, and new attendees to St Paul's UMC. Support the Senior Pastor in officiating funerals and weddings, coordinating membership Classes, and dealing with emergency "on-call." Support St. Paul's Church in promoting its vision and ministry.

Principle Responsibilities:

- 1) Serve as Minister of Visitation by
 - a) Visiting St Paul's UMC members who may not be able to attend service.
 - i) Providing communion as requested
 - b) Visiting St. Paul's UMC attendees who are hospitalized
 - c) Visiting new attendees of St. Paul's UMC
- 2) Officiate at funerals and weddings when requested
- 3) Provide leadership in worship by
 - a) Preaching as often as preferred
 - b) Helping with communion as someone with full sacramental authority
 - c) Making announcements

Supporting Responsibilities:

- 1) Share emergency "on-call" with Senior Pastor
- 2) Help coordinate Membership Classes with the Senior Pastor
- 3) Oversee the welcoming committee, ushers, and information center
- 4) Greet members and visitors
- 5) Mentor the Senior Pastor based on previous positive experience

Organizational Relationship:

- 1) The Minister of Visitation reports to the Pastor and the Trustees

Required Qualifications:

- 1) Have a Degree in Theology.
- 2) Have full sacramental authority

Desirable Qualifications

- 1) Previous experience leading a church

Work Hours:

- 1) This position requires an average of 5-10 hours weekly and its work hours are flexible.

Employee Benefits:

- 1) Annual salary of \$9,000
- 2) Employee benefits are outlined in the St. Paul's UMC Employee handbook.

Evaluation:

- 1) The Senior Pastor will complete an annual evaluation of employee's job performance.