

Job Description

Visitation Pastor

MOUNT OLIVE LUTHERAN CHURCH LAKE HAVASU CITY, AZ 928-855-2299

PURPOSE: *The Visitation Pastor* shall serve the church and assist the Senior Pastor by developing an effective ministry of calling on the sick, hospitalized and homebound of the church.

ACCOUNTABILITY: *The Visitation Pastor* is directly accountable to the Senior Pastor with reporting accountability to the Social Concerns Board and Church Council.

RESPONSIBILITIES:

- 1) Call on members and friends of the church at home, hospitals, or care centers; elderly, grieving, or troubled.
- 2) Serve communion to those identified in item 1.
- 3) Work together with the Stephen Ministry Leader to carry out the above duties.
- 4) Assist in worship and preach at the request of the Senior Pastor.
- 5) Conduct weddings and funerals when requested.
- 6) Share emergency "on call" with Senior Pastor.
- 7) Attend staff meetings and retreats as necessary.
- 8) Provide annual report and other interim reports as requested.

Other Terms of Employment:

- 1) *The Visitation Pastor* job is a part-time position, typically from November through April. A schedule of hours to be worked will be developed with the Senior Pastor.
- 2) The salary will be determined by the Personnel Committee and Church Council.
- 3) Performance reviews will be held in compliance with the employee handbook.

QUALIFICATIONS (not in order of priority)

SINCERE FAITH AND CHRIST-CENTERED LIFE: *The Visitation Pastor* shall be a Christian, who has a desire to exercise faith and service through this ministry position.

PROFESSIONAL, TECHNICAL, AND ORGANIZATIONAL SKILL PLUS A WILLINGNESS TO LEARN: *The Visitation Pastor* shall be a college graduate who is an ordained minister or has an AIM certification. This person should be able to interact and develop a network of congregational members willing to assist and support this ministry.

INTERPERSONAL SKILLS AND DEVELOPMENT: *The Visitation Pastor* needs an ability to relate well with people; be sensitive to the needs of the sick, elderly and shut-ins of the congregation. Be able to make decisions and delegate responsibilities to others. This person has the ability to work with the Stephen Ministry program leaders. Required to interact and serve with the church pastor and staff, and be under the direction of the pastor(s). A background check is required.

PERSONAL ATTITUDES: Friendliness; a serving, glad, and humble attitude; an ability to graciously express leadership; openness to new ideas; self-starter / self-initiative imperative.

DEPENDABILITY: Loyalty and reliability, setting and meeting deadlines and goals; organizing; punctuality.

DISCRETION AND CONFIDENTIALITY: Trustworthiness.

ADMINISTRATION: Coordination with the pastoral and church staff and office; participation in meetings with the pastor as needed; occasional reports to the Social Concerns Board. With the help of the Senior Pastor: identify, and motivate congregation members in the Stephens Ministries program.

...AND OTHER DUTIES AS ASSIGNED.

We invite inquiries or resumes:

***Mount Olive Lutheran Church, 2170 Havasupai Blvd, Lake Havasu City, AZ
86403***

Attention: Personnel Committee

Church office 928-855-2299

Email: Pat@MountOliveOnline.net

Fax 928-855-4925