

St. Paul Lutheran Church
609 South 5th Street
Stillwater, MN 55082

VISITATION PASTOR
JOB DESCRIPTION
FEBRUARY 2022

TITLE: VISITATION PASTOR

RELATIONSHIPS: The Visitation Pastor will work in a team environment with the Faith Community Nurse, Personnel Committee and the Senior Pastor.

HOURS: 20 hours a week

DAYS: Will be mutually agreed upon in consultation with the Senior Pastor.

QUALIFICATIONS AND PURPOSE:

This at will employment position will be for an ordained minister to visit homebound people. The purpose will be to develop a pastoral relationship with people through ministry of presence, active listening, sharing scripture and reflection and in the sharing of Holy Communion. This is a relational ministry of Word and Sacrament, getting to know people and their needs and bringing the Gospel to them, as they may be isolated from the faith community. The candidate needs to possess a natural care for persons and have excellent listening skills.

The secondary responsibility will be to serve as a staff representative to Congregational Care Task Force meetings (currently every two weeks, but this may change), and also to attend Seniors' Committee once per quarter.

DUTIES:

The Visitation Pastor will make a variety of personal and phone visits with St. Paul Lutheran parishioners under the direction of the Senior Pastor. These will include visits in hospitals, nursing homes, other institutions, funeral homes and personal homes. The nature of the visits will relate to the full spectrum of pastoral care, such as friendly connection visits, family crisis matters, visits related to deaths in the family, prospective member visitation, communion, etc.

In any given week there may be as many as 4 to 8 contacts, calls or visits.

On the first Sunday of each month attend the Senior Worship Service. Preaching schedule to be determined upon consultation with the Senior Pastor.

In addition to these duties, the Visitation Pastor will usually preach at one worship service per month, the same Sunday as the Senior Worship Service, and have the opportunity to conduct weddings and preside over funerals. All of the above events will be coordinated in consultation with the Senior Pastor.

ACCOUNTABILITY:

The Visitation Pastor will consult regularly with the Senior Pastor and make visits in accordance with their mutually agreed upon priorities. Attendance at a weekly staff meeting may be required. A background check is required before employment begins. The Visitation Pastor shall report to the Senior Pastor, the Personnel Committee and the Church Council; occasional attendance at committee meetings and council meetings, etc. (at Senior Pastor's discretion).

OFFICE:

An office will be provided for the Visitation Pastor.

EDUCATION:

Continuing education is encouraged. The Visitation Pastor must consult with and receive approval from the Senior Pastor and Personnel Committee before registering for and attending continuing education.

VACATION:

Vacation accrued is determined by the Paid Time Off Table noted in the "*St. Paul Lutheran Church Employee Handbook*". Said table determines hours and a maximum number of days of vacation, which is determined by years of service with SPLC.

SALARY:

Based on Experience

STARTING DATE:

ASAP

CONTACT:

Interim Senior Pastor Glen Bickford 507-269-9079 or pastorglen@stpaulc.org