

First Presbyterian Church of Gastonia
Job Description
Minister of Visitation

Reports to: Senior Pastor

Status: Full Time

FLSA: Exempt

Job Summary

The Minister of Visitation is primarily responsible for overseeing the visitation and pastoral care of members of FPC Gastonia while connecting them to the life, ministries, and worship life of the congregation.

Essential Functions:

- Visit members of First Presbyterian who are sick, preparing for surgery, hospitalized, and homebound.
- Visit family member(s) in the Surgery Waiting Areas when a family member is having surgery.
- Maintain regular contact and provide pastoral care to those living in Gastonia's assisted living facilities (primarily Covenant Village), and visit/maintain weekly contact with those actively in healthcare units, physical care facilities, or rehabilitation facilities.
- Facilitate the Pastoral Care Committee and support its chair. Participate in its meetings as a staff liaison.
- Assist in leading all Sunday worship services of the church as assigned by the Senior Pastor.
- Officiate or co-officiate weddings and funerals of congregation members alongside the pastoral staff.
 - Conduct graveside and Columbarium services.
 - Meet with bereaved families in order to plan each service.
 - Coordinate with relevant church ministries that provide food and logistics.
 - Ensure that Columbarium Plaques are ordered and installed.
- Follow up with bereaved families, providing them with grief care materials.
- Maintain weekly Prayer Request and Care lists.
- Serve as FPC Gastonia's Clergy representative on the Parish Nurse Cabinet.
- Participate in weekly staff meetings, as well as any other meetings assigned by the Senior Pastor.
- Any other duties as assigned by the Senior Pastor.