

Pastor of Visitations Job Description - Bunker Hill EC Church

The priority of the Pastor of Visitations is to share the Love of Jesus to members of the Bunker Hill EC Church by visiting and sharing words of encouragement and compassion, along with scripture reading and prayer, as exemplified by our Lord Jesus Christ in the Gospels and the Apostles in the first century church. "Members" is defined as the members of the Bunker Hill EC Church congregation, as well as friends and family of the Church community.

Duties

- To provide contact through visitations, phone calls, and written notes to members in need on a case-by-case basis.
- To communicate with the Visitation Coordinator, currently Carl and Ethel Peiffer, to determine who is in need. Coordinator will contact the Pastor of Visitations to facilitate this.
- To keep a written log of all time spent on in-person and phone visitations, as well as time spent writing notes to members and costs associated with these notes, and in mileage spent on in-person visitations. This log will be submitted to the Visitation Coordinator on a monthly basis, within the first three business days of the month for the prior month.
- To attend Sunday morning worship at the Bunker Hill EC Church when possible, to be familiar with the community.

Visitation Needs

The following are members in need of visitation/contact, listed in order of highest priority. We recognize that visitation may not always be possible with respect to Covid restrictions, hospital rules, guidelines, and scheduling. It will be at the discretion of the Visiting Pastor to determine what type of contact is appropriate/possible (in-person, phone, written notes) and then to facilitate.

1. Hospitalized members: 30 to 60 minute visits weekly
2. Members confined to nursing homes/senior living centers: one 30 to 60 minute visit monthly, communion served once quarterly
3. Homebound members: one 30 to 60 minute visit monthly, communion served once quarterly.

Additionally, there may be a need for:

- Members who have suffered a loss: phone contact and/or visitation with family as needed.
- Member families in crisis (divorce/ separation, etc): phone contact and/or visitation as needed.
- Members who have been absent from worship for at least 60 days : phone contact as needed.

Time Commitment

The expected time commitment, given the number of members currently in need, is estimated to be 4-5 hours per month. This is in no way contractual, and can be negotiated as needed between the Pastor of Visitations and the Visitation Coordinators. We recognize the need for the Pastor of Visitation to have family travel time and will attempt to find an alternate for emergencies, crisis, or hospitalization.

Remuneration

Remuneration will be \$25.00 per hour, not to exceed 16 hours or \$400.00 per month, plus mileage reimbursement based on IRS guidelines.

Review

Prior to implementation, the Pastor of Visitation must be approved by the Board of the Bunker Hill EC Church and the Lead Pastor, currently Harold Easter.
The position will be reviewed 6 months after implementation, and annually thereafter.