

## **Position Description**

### **Parish Associate for Visitation and Older Adult Ministries (No longer open)**

#### **Current Staff Member:**

#### **Essential Qualifications:**

- A. Minister of the Word and Sacrament retained in accordance with the *Book of Order of the Presbyterian Church USA*.
- B. Knowledge or experience with ministry to older adults and individuals with special needs.
- C. Knowledge or experience with ministry to persons in hospitals or other care facilities.

#### **Primary Responsibilities:**

- A. Regular and as needed visitation to all members, including those in hospitals, care facilities, shut-ins, and those with special needs
- B. Provide staff support for Deacons
  - 1. Training and orientation of new Deacons
  - 2. Planning and development of Deacons programs

#### **Primary Relationships:**

- A. Senior Pastor
  - 1. Formal/informal meetings and conversations to coordinate the pastoral work – calling, worship, weddings, funerals, and particular individual needs.
  - 2. Periodically reviewing the work, plans and programs for/of Deacons.
- B. Congregational Ministry Team
- C. Presbytery of North Central Iowa

4/25/2011