

Position:	Part-Time Parish Visitor	Reports To:	Associate Pastor for Care & Connection
FLSA Status:	Salaried, Ministerial Exception	Schedule:	Part-time: 15 to 20 hours per week including Sundays and weekdays as assigned
Location: 1000 Penn St., Fort Worth, TX 76102 and traveling throughout DFW Metroplex			

To apply, email resume to HR@fpcf.org

Opportunity:

First Presbyterian Church Fort Worth is looking for someone with a gift for showing up. This part-time **Parish Visitor** role calls for a proactive, emotionally intelligent caregiver who can turn a phone call into a visit, and a visit into a lasting relationship. The ideal candidate reaches out to schedule time with members and meets each person where they are in their faith, listening with genuine care and never pushing their own beliefs. Compassionate self-starters are encouraged to apply.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Provide compassionate in-person visits to identified members (~10 hours/week), offering companionship, emotional support, and spiritual care through meaningful conversation
- Maintain detailed visit records in the Church Management System (Shelby) and provide regular updates to pastoral leadership
- Communicate urgent needs promptly to appropriate staff and submit care summaries to pastoral team
- Extend care through phone calls, notes, texts, and hospital visits, serving as a bridge for members and the church community
- Share prayer, scripture, and spiritual practices when welcomed, respecting individual comfort levels and beliefs
- Walk alongside members and families during times of grief, loss, stress, and major life transitions. Assist with exploring care options and funeral arrangements when requested, including occasional support beyond normal hours
- Welcome members before/after Sunday services (typically 7:45 a.m. – 12:15 p.m.), extra services during Lent and Advent, and assist with ministries such as muffin and prayer shawl ministries
- Assess and recognize potential needs and connect members with appropriate church and community resources
- Support and attend designated Congregational Care Committee events, ministry meetings, and other congregational care initiatives
- Participate in pastoral care discussions and team case planning
- Build trusting relationships while honoring diverse backgrounds and personal circumstances
- Perform all duties consistent with First Presbyterian Church Fort Worth and the Presbyterian Church (U.S.A.)'s theological beliefs and standards and participate in the Great Ends of the church (*Book of Order* in F-1.0304*).
- Embody and uphold the congregational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Previous experience in congregational care, pastoral care, healthcare, social work, or related field; or actively pursuing or graduated with a Master of Divinity or equivalent degree

**The Presbyterian vision for church and ministry was crystalized in the Six Great Ends of the Church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.*

Parish Visitor Job Description
First Presbyterian Church Fort Worth



- Understanding of PC (U.S.A.) principles, beliefs, governance, operations, mission, and practices
- Competency in Microsoft Office with demonstrated ability to learn and adapt to new software systems and technologies
- Must possess a valid driver's license and maintain reliable transportation
- Experience in leading prayer or spiritual conversations
- Experience in Shelby Church Management System preferred

Knowledge, Skills & Abilities

- Exceptional interpersonal and communication abilities, both written and oral, with comfort engaging people from diverse faith traditions and cultural backgrounds
- Strong emotional intelligence and ability to provide empathetic support while maintaining appropriate professional boundaries
- Skilled in active listening, grief support, and offering non-anxious presence during times of crisis and bereavement
- Sound judgment and discretion when navigating sensitive situations and handling confidential information
- Understanding of pastoral ethics and confidentiality requirements and commitment to keeping appropriate confidentiality
- Ability to demonstrate compassion while adhering to established policies and procedures
- Comfort discussing sensitive topics including illness, grief, and end-of-life concerns
- Ability to offer spiritual rituals and prayer as requested, with knowledge of when to refer to clergy when appropriate for continued pastoral or sacramental needs
- Competency with basic computer applications, email, calendar systems, and electronic documentation
- Strong organizational and time management abilities to prioritize tasks and adapt to changing circumstances
- Ability to maintain thorough electronic records and demonstrate proficiency in documentation systems
- Capability to work independently while maintaining regular team communication
- Professional collaboration skills with ability to work effectively across departments and ministries
- Must be able to work a flexible work schedule that supports various entities/locations based upon pastoral care and operational needs
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Physical Requirements:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for qualified individuals with disabilities.

- This schedule is 15 or 20 hours per week (determined upon hire) including Sunday plus additional weekdays as assigned. Scheduled hours may vary depending on needs. Pastoral care needs require this position to work a minimum of 48 weeks per year and if hours are not worked within the Sunday-Saturday workweek, unpaid time must be reported on the timecard
- Regular attendance in worship service, ministry events, or event participation as required, including weekends
- Ability to independently travel between locations throughout the DFW metroplex, demonstrating strong navigation skills and ability to adapt routes
- Constant movement throughout buildings, properties, and levels, and ability to frequently sit, push/pull, and move up to 10 pounds regularly. Manual dexterity is required to type, assemble, retrieve, and replace things and reach with hands and arms
- Close visual acuity to perform activities, such as proofreading, viewing a computer terminal, and extensive reading
- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment
- Ability to maintain professional composure and emotional stability when working with grieving individuals and families during times of loss

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- Strong emotional resilience and self-regulation skills necessary to function effectively in emotionally charged situations

Team:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work. Our workplace promotes growth and mutual support, guided by our core values: humble service, intentional unity, transformational relationships, and radical hospitality.

We welcome all qualified candidates eligible to work in the United States without visa sponsorship.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and begins at **\$1,200.00** paid on a semi-monthly basis (\$2,400 per month).

Part-time employees are immediately eligible to participate in our benefits package on day 1! Our benefits package includes:

- 100% employer-paid Employee Assistance Program (EAP), and life and AD&D insurance
- Paid time off includes 10 paid holidays (4 hours each), paid parental leave, and more
- Optional employee-paid benefits include dental, vision, and retirement savings plan

By signing below, I acknowledge that I have received and reviewed this job description, understand the requirements and expectations of this position, and can perform the essential functions described. I understand this job description does not constitute an employment contract and may be subject to change.

Employee

Employee Signature

Date