

Job Description

Position Title: Visitation Assistant

Classification: Part-time Employee (flexible hours, approx. 20 hours per month)

Reports To: Lead Pastor

Date: October 2026

Summary: As part of the Covenant pastoral staff leadership team, the Visitation Assistant collaborates with pastors and deacons to provide monthly pastoral visits to homebound church members. Working in close partnership with the Lead Pastor, the Visitation Assistant prioritizes member needs and utilizes both in-person and telephone visits to foster meaningful spiritual and personal connection.

Essential Functions:

1. Visit homebound members of the congregation in collaboration with pastors and deacons.
2. Build connections with homebound members with monthly visits.
3. Communicate short visit summaries to the Deacon Visitation Coordinator.

Successful Performers:

- Treat others with respect and dignity
- Maintain a positive attitude in the workplace.
- Foster an environment that “puts people first.”
- Manage time and maximize own productivity.
- Maintain composure in stressful situations.
- Demonstrate organizational and prioritization abilities.
- Provide meaningful oral and written communications.
- Value diversity.
- Be flexible and adaptable.

Required Education and Experience:

- Experience in pastoral care and/or education related to pastoral care is required. This may include, but is not limited to:
 - Ordination as a Minister of Word and Sacrament in the PC(USA)
 - Master of Divinity Degree
 - Clinical Pastoral Education (CPE) units
 - Bachelor’s degree in ministry, theology, counseling, or a related field
 - Current status as an inquirer or candidate in the PC(USA) ordination process or similar ordination process

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.