

# BRIDGEWATER BAPTIST CHURCH

## ASSOCIATE PASTOR OF VISITATION PART TIME 15 hours/ week

### Description of Ministry Responsibilities and Duties

**Position Summary:** The Associate Pastor of Visitation will be a committed follower of Jesus Christ with a personal and growing relationship with Him. The Associate Pastor of Visitation will have leadership responsibility for the provision and oversight of visitation to the greater congregation of the Bridgewater Baptist Church. The Associate Pastor will occasionally participate in and provide support for Sunday Worship Services. The Associate Pastor will be in regular communication with the BBC pastoral team.

In fulfilling the responsibilities and duties of the position, the Associate Pastor of Visitation will work as a member of the pastoral team and will assist the Bridgewater Baptist Church in reaching its mission of attracting others to Christ, teaching others to live for Christ, relating to others with the love of Christ, and reaching out to others with the compassion of Christ. The Associate Pastor of Visitation shall be accountable to the Board of Deacons and shall be under the supervision of the Senior Pastor.

### Ministry Responsibilities and Duties:

1. **Responsible for the leadership and oversight of the provision of a visitation program to the greater congregation of the Bridgewater Baptist Church.**
  - 1.01 Will visit on a regular basis those who are isolated primarily to their home and those who are residents of special care and nursing facilities;
  - 1.02 Will visit hospitals in coordinated rotation with the Senior Pastor and other pastoral staff.
  - 1.03 Will visit, on an as needed basis, those who have temporary or on-going challenges where added pastoral care and encouragement are considered essential to their spiritual and physical well-being. (for example, recovery from surgery, death of loved one, extended medical treatment, depression issues, family crisis)
  - 1.04 Will recruit, equip, train, and mentor the visitation team.
  - 1.05 Will provide resources, guidance, and encouragement to the volunteers involved in the visitation ministry.
2. **Responsible for participating in and providing support for Sunday Worship Services.**
  - 2.01 Will participate occasionally in Sunday Morning Worship Services by leading in such components as the pastoral prayer, and reading of Scripture, thus helping to ensure the visibility of the visitation ministry.
  - 2.02 Will preach at the discretion of the Senior Pastor, including Sundays when the Senior Pastor may be unavailable.
3. **Responsible for communicating with the BBC pastoral team.**
  - 3.01 Will work as a member of the BBC pastoral team and regularly attend staff meetings and other staff functions.

- 3.02 Will communicate with the Senior Pastor regularly to report on visits made, plus inform the Senior Pastor of any issues resulting from those visits and coordinate future visiting activity based on need.
  - 3.03 Will provide a monthly summary report of visitation activity which the Senior Pastor can provide to the Board of Deacons.
  - 3.04 The Associate Pastor of Visitation is not required to attend meetings of the Board of Deacons except when invited by the Board for a specific reason (for example, annual evaluation)
- 4. Responsible for other and interim duties as assigned**
- 4.01 Will assist, as needed, in responding to emergency needs when the Senior Pastor or other staff are not available.
  - 4.02 Will assist with other dimensions of the visitation ministry, including visiting of newcomers and general visitation of the congregation.
  - 4.03 When the Associate Pastor of Visitation chooses to accept an invitation to preach, the understanding shall be that the normal honorarium given to guest preachers shall be provided, and that the time required shall be over and above the regular time expectation required of the Associate Pastor of Visitation for each week.
  - 4.04 In partnership with the Senior Pastor will develop personal goals for ministry including continuous spiritual growth, and seeking out professional development opportunities that help achieve those goals.

### **Position Specifications:**

#### **Education/Experience:**

- ordained Minister or Recognized Lay Pastor preferred
- previous ministry experience which includes visitation, preferred

#### **Demonstrated Life Skills:**

- a mature faith in Jesus Christ and a calling to visitation ministry
- spiritual gifts for pastoral care and providing crisis ministry
- strong communication skills, both verbal and written
- strong organizational skills
- strong team ministry skills
- strong interpersonal skills with all age groups

#### **Judgement:**

- ability to work independently and as part of a pastoral team
- sensitive to individual spiritual and life situations
- committed to a high level of confidentiality

Salary compensation will be commensurate with training and experience. This will be fairly negotiated according to the compensation guidelines of the Canadian Baptists of Atlantic Canada.