

MINISTRY DESCRIPTION

POSITION: Parish Associate (Part-Time, Non-Exempt)

REPORTS TO: Associate Pastor, Care and Mission Ministries

MINISTRY OVERVIEW: In our life together at Noroton, we respond to the love of Christ by loving one another. There are many generations and seasons of life represented in our community. *“We seek to rejoice with those who rejoice, and weep with those who weep” (Romans 12:15).*

Our Parish Associate will supplement the visits of our pastors and stand in the gap for those unable to attend worship or participate physically in the life of the church. They will represent the congregation by bringing prayer, comfort and Christ’s encouragement into the homes and hospital rooms of our parishioners who request such.

RESPONSIBILITIES:

1. Regular (documented) monthly visits to our homebound members.
2. Update pastors on circumstances in the lives of our homebound members.
3. Member of the pastoral team, taking on-call responsibilities when needed with occasional weekend / holiday on call schedule.
4. Prayerful visits to those who are hospitalized.
5. Willingness to step in and advocate for parishioners when needed.
6. Shepherd, organize and coordinate People Encouraging People (PEP) (serving congregants 55 and over).
7. Monthly supervision meeting with Supervisor.
8. Attend NPC staff meetings, staff training, and staff retreats.
9. Other responsibilities as assigned by supervisor.

DESIRED QUALIFICATIONS:

1. Strong, abiding and maturing relationship with Christ; committed to the church’s mission.
2. Ability to bring scripture and prayer into the life and space of those visited.
3. Undergraduate degree.
4. Previous related experience preferred (chaplaincy, Stephen Ministry, Hospice, etc.)
5. Ability to listen (Stephen Ministry training desired but not required).
6. Personable, with the ability to make people feel safe and comfortable.
7. Self-started with the ability to work independently as well as effectively with other program staff and church members.
8. Willingness to work with families to find care options for special needs.
9. Strong relational skills, organizational skills, and communication skills (verbal and written).
10. Computer skills in a PC or Mac environment utilizing Microsoft Office Suite (Word, Excel, PowerPoint, Teams), and database software (Shelby experience a plus).