

## **Director or Manager of Shut-in Ministry**

*To be responsible for the pastoral care and attention to those in the church who are unable to attend and drive or get out*

**Time:** a volunteer ministry to be sure the church shut-ins are cared for, prayed for, and ministered to

**Report to:** the pastor or the care pastor

**General responsibilities:** to be the key person rallying prayer and support and love for the shut-ins of the church

*(Sometimes this manager can be part of an assigned care team at the church; sometimes he or she is a reliable volunteer who reports to that care team or to the pastor or someone he designates.)*

**Term:** agreement to do for the ministry year of the church. Renewable.

**Specific responsibilities:**

- 1. Keep an up-to-date list of all shut-ins of the church; update any changes for the church office.**
- 2. Know the needs of each, as to which of them has family in the area who cares for them.**
- 3. Assign one faithful member or family of the church to take each shut-in as a person of their care, and to establish a way those volunteers report:**
  - to contact at least once a week to see how they are or what they need; to visit in person on a regular basis**
  - to remember and celebrate with them on their birthday, or other special occasions and holidays**
  - to report to the church office and pastor about any special needs**
  - to pray for every day, and regularly *with* the person, and give any special prayer requests to any prayer team at the church and to the pastor**
  - to be sure they have communion served to them regularly**