

## **STEPHEN MINISTER JOB DESCRIPTION**

### **GENERAL:**

A Stephen Minister is a Christian lay person who assumes responsibility for effectively caring for people who are hurting--from loneliness, grief, depression, illness, hospitalization, or making a "transition" in their lives such as childbirth, job loss, retirement, separation, or divorce.

### **ACCOUNTABILITY:**

Stephen Ministry is a program of the church accountable to the Session and supervised by the Stephen Ministry Leadership Team, which includes the Associate Pastor for Pastoral Care, Cate Church Norman. Individual Stephen Ministers are accountable to a small group of Stephen Ministers within a Supervision Group, which meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month except during the summer (1x/month). All Stephen Ministers are accountable to care-receivers to maintain strict confidentiality.

### **RESPONSIBILITIES:**

1. Fifty (50) hours of training, which involves a weekly Monday evening commitment of two hours for approximately twenty sessions, including two retreats (not overnight) at the church.
  - a. Commitment to study all materials offered in the course (including books and articles).
  - b. Payment of fee of approximately \$75 for two training manuals, study books, and refreshments for the opening and closing retreats. Scholarships are available as needed.
  - c. Commitment to attend training sessions regularly.
2. A two-year commitment (beyond the 20 weeks of training) of weekly care-giving visits and bi-weekly supervisory and continuing education sessions.
  - a. Participate in on-going peer supervision and continuing education sessions two Monday evenings a month following completion of training.
  - b. Satisfy the requirement of regular attendance at peer supervisory and continuing education sessions.
  - c. Establish a one-to-one care-giving relationship on the basis of referrals made to you by Stephen Ministry leaders which may include one visit per week (approximately one hour) with the care-receiver. Each Stephen Minister will ordinarily work with one care-receiver at a time.
  - d. Respond promptly to referrals made by Stephen Ministry leaders.
  - e. Maintain strict confidentiality at all times by not discussing your care-giver/care-receiver relationship by name or implication.
  - f. Develop the discipline of regularly praying for the care-givers, the care-receivers, and the Stephen Ministry program at White Memorial.

**STEPHEN MINISTRY at  
WHITE MEMORIAL PRESBYTERIAN CHURCH**

**FREQUENTLY ASKED QUESTIONS**

**What is Stephen Ministry?**

Our congregation's Stephen Ministry equips lay people to provide confidential, one-to-one Christian care to individuals in our congregation and community who are experiencing difficulties in their lives.

**Where does the name Stephen Minister come from?**

The name *Stephen* comes from Stephen in the Bible, a follower of Christ who was the first layperson commissioned by the Apostles to provide caring ministry to those in need.

**I have no training in ministering to others. How will I know what to do?**

We train you! We provide 50 hours of training in Christian care-giving. Some of the training topics include listening, feelings, assertiveness, confidentiality, and ministering to people in specific situations such as divorce, terminal illness, grief and childbirth.

**What time commitment is required of a Stephen Minister?**

A Stephen Ministry trainee makes a 28-month commitment, which includes REGULAR ATTENDANCE AND PARTICIPATION in the:

- (a) 50-hour basic training program
- (b) 24-month semi-monthly meetings on Monday nights from 7:00-9:00 pm that include 60 minutes of Continuing Education and 60 minutes of Small Group Peer Supervision
- (c) Weekly meetings with a care-receiver

**What are the upcoming training dates?**

The Stephen Ministry basic training program begins with an Opening Retreat scheduled for Friday evening, January 4<sup>th</sup> and Saturday, January 5<sup>th</sup>, 2019. Regular training sessions begin on Monday night, January 7<sup>th</sup> and continue every Monday night through April.

**Whom do I contact to apply to be a Stephen Minister?**

Associate Pastor for Pastoral Care Cate Church Norman or Beth Lambert, Training Coordinator.

Applications may be obtained online at [www.whitememorial.org/Stephen-ministry](http://www.whitememorial.org/Stephen-ministry) or at the Receptionist's desk in the Witherspoon Building. Once the Stephen Ministry Leadership Team receives your application, someone from the team will contact you to schedule an interview. If you and the team both agree that Stephen Ministry is a good fit, you will be enrolled in the class.