

**LAY VISITATION COORDINATOR (VISITING BUDDIES)**  
**Bethel United Methodist Church**  
**Ministry Position Description**  
**(July 2012)**

The primary task of the Lay Visitation Coordinator is to coordinate lay members of the church in the task of reaching out to Bethel members who have become homebound and can no longer attend Bethel on a regular basis.

**Responsibilities of Visiting Buddies Volunteers:**

1. To visit homebound persons on a regular basis based on a schedule put together by Coordinator.
2. Send cards on birthdays, holidays, etc.
3. Mail to or deliver a copy of CD or tape of worship service, or hard copy of sermon on weekly basis if requested.
4. Call homebound persons on a regular basis to check on them and to let them know they are cared about.
5. Bring homebound persons to worship service on occasion if requested.

**Responsibilities of Coordinator:**

1. Lead committee to recruit lay persons in the church to be a part of the visitation program to homebound members of Bethel UMC.
2. Keep a current list of homebound members of Bethel UMC.
3. Coordinate with the UMW circles who is being visited by UMW members
4. Generate monthly, quarterly, or yearly schedule of volunteers to visit homebound members and distribute to volunteers regularly.
5. Coordinate with sound, wire and technology (SWAT) technicians the need for recorded worship services when requested by a shut-in person. Hard copies of sermon can be obtained by emailing pastor at [todd@bethelmethodistcolumbia.com](mailto:todd@bethelmethodistcolumbia.com).

The Outgoing Coordinator will “Shepherd” incoming Coordinator for at least the last quarter of their term as Coordinator. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as Coordinator on following years and have them train under current Coordinator for up to a year before becoming Coordinator.

**The Lay Visitation Coordinator is a member of the Church Council which meets 4<sup>th</sup> Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.**