**Job Description**

**Job Title:** Shepherd

**Reports to:** Shepherd Leader

**Purpose:** Working with the Shepherd Leader minister to all active members and active non-members.

**Primary Responsibilities:**

1. The Shepherd’s primary responsibility is to provide care and support to the members assigned to them
2. Make contact with each assigned member at least once a month. In person, by phone, email or text. Whichever best meets the needs of that person.
3. Contact assigned member if they miss church for two consecutive weeks.
4. Alert Pastor and Session of illness/hospitalization/need of assigned members
5. Pray with assigned members over such needs if desired
6. When there is a need by a group member (with their permission) send out an email to the entire group to encourage them to pray
7. If any of the Shepherd’s assigned members don’t have email access make sure they know of any changes in upcoming events or unannounced occurrences

Note - Groups will be reorganized on a yearly basis.

Shepherds will be encouraged to continue in their position for two years.