



## STEPHEN MINISTER JOB DESCRIPTION



### **GENERAL:**

A Stephen Minister is a Christian lay person who assumes responsibility of 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 Council and a leadership team. Individual Stephen Ministers are accountable to a small group of other Stephen Ministers as they carry out their caring responsibilities. All Stephen Ministers are accountable to care receivers to maintain strict confidentiality.

### **RESPONSIBILITIES:**

1. Fifty (50) hours of training involving a weekly evening commitment of two and one-half hours for approximately twenty sessions, including two retreats (not overnight) at the church (Friday evening, Saturday morning and afternoon) or on Zoom.
  - a. Commit to the study of all materials taught in the course (including books and articles).
  - b. There is a fee of approximately \$75 for the Training Manual, books, coffee breaks, etc. Scholarships are available as needed.
  - c. Regular attendance at training sessions is required.
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 evenings a month following completion of training.
  - b. Regular attendance at peer supervisory and continuing education sessions is required.
  - 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, care-receivers, and the Stephen Ministry of our church.



**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 St. Stephen, 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 caregiving. 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:

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

**What are the upcoming training dates?**

The Stephen Ministry basic training program begins with an Opening Retreat the first weekend in January. Regular training sessions continue every Monday night through April, with a closing retreat to be held on a Saturday. The Commissioning Service is scheduled for the next Sunday.

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

Applications can be obtained online (<https://whitememorial.org/stephen-ministry/>) or from Amy Clapgood in the Witherspoon Building. Once the 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. If you have questions, contact Training Coordinator Melinda Fox at [melindafox22@gmail.com](mailto:melindafox22@gmail.com).