



Pastoral Care Director

PRIMARY OBJECTIVE:

Ensure the trustworthy, compassionate, timely care of the congregation, especially for those who are hospitalized, homebound, or facing difficult life challenges, by providing pastoral care, fostering a team of pastoral care companions, and nurturing a caring congregation.

PRIMARY RESPONSIBILITIES:

Individual and Group Care

- Serve as primary pastoral care provider on staff, offering timely, responsive, individual spiritual counsel and care
- Proactively foster connections with people in the congregation
- Offer opportunities for group care and connection {ex grief group, senior lunch, story groups, etc.}

Care Ministry Leadership

- Serve as primary staff liaison to the Diaconate Board
- Provide for the training and encouragement of lay people serving as pastoral care companions
- Coordinate regular visits to homebound, hospitalized, and long-term care individuals
- Coordinate an on-call, emergency pastoral care schedule
- Manage a responsive, sensitive, and spiritually nurturing prayer chain
- Share care updates, spiritual encouragement, and clear pathways to access pastoral care with the congregation regularly
- Develop a system for connections and referral to appropriate staff, deacons, or community resources
- Maintain a list of community resources for referral
- Regularly assess our congregation's and care needs to evaluate and improve our care ministry

Care Record Keeping and Documentation

- Develop and maintain an accessible digital system to track and document pastoral care interactions, concerns, needs, referrals, next steps, and resolutions to ensure seamless interactions among all care givers
- Share relevant information with all caregivers while maintaining confidentiality and ethical standards
- Generate monthly reports summarizing pastoral care needs and trends

Ancillary Responsibilities:

- Be active in the life of the congregation and assist staff efforts when possible
- Attend weekly worship and special services
- Assist with worship leadership when requested
- If applicable, provide pulpit supply (4-6 times a year)
- Participate in all relevant retreats, staff meetings and planning meetings

MISCELLANEOUS:**Characteristics**

- Spiritually and relationally mature person with a passion for caring ministries
- Wise, approachable, warm, good-humored presence
- Insightful supporter, equipper, and team-builder
- Self-directed, dependable, organized, and administratively competent planner
- Experienced, trauma-informed and culturally sensitive care provider
- Ordained minister, licensed chaplain or commensurate credentialing/experience
- Acts and communicates in a manner that facilitates authentic and mutually accountable relationships with co-workers and members of the congregation and leadership

Support & Accountability

- Supervised and supported by the Pastor
- Receives at minimum annual reviews by the Pastor
- Accountable to the Governing Board through the Personnel Committee
- Ongoing professional development is supported and expected

This is a flexible, part-time, 20 hour/week position.

