

Trinity UMC - Job Description

TITLE: Director of Congregational Care

RELATIONSHIPS: The Director of Congregational Care will work in a team environment with a team of pastors and lay persons in a multi-faceted suburban church. This position is not appointed by the Bishop and will be overseen by the Lead Pastor.

HOURS: 20 hours a week.

DAYS: Preferably Tuesday, Wednesday, Thursday; will be finalized in consultation with the Lead Pastor.

IN ADDITION: Director of Congregational Care will worship with the congregation regularly (no less two services a month)

QUALIFICATIONS: It is hoped that the candidate will be trained in areas of care (pastoral, licensed, certified, CLM, etc.) The candidate needs to possess a natural care for persons, have excellent listening skills and a willingness to be proactive in communication and care.

DUTIES: The Director of Congregational Care will make a variety of personal visits and phone visits with parishioners (of all ages) under the direction of the Lead Pastor. These will include visits in hospitals, nursing homes, other institutions, funeral homes, and personal homes. The nature of the visits will relate to the full spectrum of congregational care, such as friendly connection visits, family crisis matters, visits related to births and deaths in the family, prospective member visitation, and keeping a calendar of special events/surgeries/anniversaries of church members etc. In any given week there may be as many as 20 contacts, calls or visits.

The Director of Congregational Care will also be responsible for oversight of the Congregational Care team, its ministries and leaders, and quarterly CCT meetings. Participation in the Bi-monthly A.S.K Team meetings and additional care ministry team meetings as needed. Congregational Care Team includes but is not limited to: Edible Blessings, Prayer and Healing Team/Services, Memorial Garden, ASK prayer teams, Special Care Hospitality, and Greeting Card and Hope Bag ministries. Oversight and organization of the Lay Visitation Team is also required. Monthly articles/updates to be given to the Connections (newsletter)

In addition to these duties, the Director of Congregational Care (if ordained or in process) will have the occasional opportunity to conduct weddings, funerals and share in worship services if he/she so chooses. These optional activities are understood to be above and beyond the 12 hours per week of congregational care. Should the Director of Congregational Care choose to do any counseling or spiritual direction (if qualified), it would be on a voluntary basis and not part of the 12 hour per week commitment.

ACCOUNTABILITY:

The Director of Congregational Care will consult regularly with the Lead Pastor and make visits in accordance with their mutually agreed upon priorities. Attendance at a weekly clergy staff meeting and a monthly full staff meeting is required.

A criminal background check is required before employment begins, as is sign off on the church's Safe Sanctuaries Policy. In addition to the Lead pastor, the person is also accountable to the Lay Personnel Ministry team. Attendance at LPMT and Church council may be requested in addition to monthly written updates to Church Council.

OFFICE: There will be an office in the office building.

VACATION: In accordance with Trinity UMC Staff policies and procedures, vacations/sick time/personal days will be given according to length of employment. All employees are given 2 weeks of vacation at the date of hire. Some other occasional absences may be arranged in what will be a flexible work relationship.

STARTING DATE: July 1, 2024

COMPENSATION: \$ 18,500/year

Approved 5/21/24