

Job Description: Pastoral Coordinator, Volunteer, part time

Position: Pastoral Care Coordinator

Reports to: Senior Pastor

Positions Supervised: Supervise visitation and other congregational care volunteers.

Salary: This is an unpaid, volunteer position

Benefits: NA

General Description: The Pastoral Care Coordinator is responsible for planning, coordinating and overseeing visitation, care card, care call, hospitality, fellowship, and related congregational care programs. This position will be re-evaluated upon approval of a paid “Minister of Congregational Care” position (estimated to be 2012 or later.)

Work Hours: 8-12 hrs/week Hours may vary according to need. Must be able to maintain limited regular (but negotiable) office hours and be available some evenings as needed.

Expectations:

- 1) Candidates must agree to work within the parameters defined by the Guiding Documents of Joy MCC and to strive toward the achievement of the church culture outlined by the congregation of Joy MCC in those documents.
- 2) Personal skills
 - a) Treat of all individuals with respect and dignity
 - b) Lead by example
 - c) Redemptive conflict resolution skills with emphasis on dialogue versus debate
- 3) People skills
 - a) Ability to form and maintain healthy and constructive relationships
 - b) Ability to express ideas verbally and in written form
- 4) Professional skills
 - a) Ability to train, supervise and delegate tasks to employees and volunteers
 - b) Ability to communicate mission, values, and vision of Joy MCC and complete all operations in congruence with the same.
 - c) Completion of tasks and assignments with accuracy and in a timely manner.

Specific Responsibilities:

- 1) Provide general direction, and guidance for all areas of Congregational Care including hospital and in home visitation, care cards and calls and such other programs as may be developed for the ongoing care of the community.
- 2) In conjunction with team leaders, provide for ongoing programs of hospitality and fellowship including but not limited to Sunday coffee hour.
- 3) Assure facility, materials, and supplies for ongoing care and hospitality activities are available.
- 4) Personally perform visitation with each visitation minister at least annually for the purpose of modeling, evaluation, and furthering development of the ministry.
- 5) Develop and maintain systems to identify those who begin participating or appear to cease participating in the ministries of the church, and provide systems for follow up care.
- 6) Report questions, comments, or concerns regularly to the pastors.
- 7) Other duties as assigned or as deemed necessary.