

# Director of Congregational Care

Effective: June 24, 2015

Approved by SPRC

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## Position Summary

The Director of Congregational Care visits members of Faith United Methodist Church (FUMC) who are homebound, in nursing homes, or are hospitalized and trains laity to do the same. Position: Part-Time

Hours: 20 hours/week

Compensation Plan: Annual Salary

### Benefits Eligibility

- ✓ Paid Holidays (if on a normal duty day)
- ✓ Paid Vacation and Sick Leave
- ✓ Paid Bereavement Leave
- ✓ Position retention during Maternity or Paternity Leave

## Accountability

The FUMC Lay Staff functions as a ministerial team. In this team concept, lines of supervision are less defined than in other organizations. The Senior Pastor is the team leader and serves as the day-to-day supervisor of all FUMC Lay Staff. The Staff-Parish Relations Committee (SPRC) provides oversight of the ministerial team, policies, procedures, compensation recommendations, and human resource decisions including performance evaluations and employment status of all FUMC Lay Staff.

At the beginning of the administrative year, each employee will have assigned one or more members of the SPRC, who will serve as liaison between the employee and the SPRC.

In the fall, the Senior Pastor will meet with each member of the staff for an annual evaluation to provide an equitable method of assessment of the employee's job performance; to identify any areas in which the employee's performance needs improvement; to set goals for the subsequent evaluation period; and to serve as a guide to fair and equitable salary administration. The SPRC will review the evaluation for each staff member as part of the committee's evaluation of the entire staff.

## Specific Duties

1. Visit those in need according to a schedule developed in partnership with the Senior Pastor and provide a report of visits to the Senior Pastor.
2. Be able to serve Holy Communion to those visited.
3. Recruit, equip and nurture congregational care volunteers.

4. Keep defibrillator battery up-to-date, schedule CPR/First Aid training as needed for staff and any groups who may need it (e.g., ushers).
5. Work with the Senior Pastor to train and send out laity for hospital and home visitation.
6. Occasionally participate in worship by serving as liturgist or preaching on a schedule determined by the Senior Pastor.
7. Attend monthly staff meetings.
8. Develop additional programs to respond to emerging needs within the congregation.
9. Regularly attend Sunday morning worship service at FUMC.
10. Assist, where necessary, in officiating at special events (such as funerals).

### Qualifications Required

1. Master of Divinity or equivalent degree.
2. At least three years' experience working in a church.
3. Good knowledge of the Bible and how to apply it to life.
4. Exhibit Christian character and conduct in all relationships.
5. Possess effective reflective listening and pastoral counseling skills.
6. Kind, caring, and supportive to those visited.
7. Understand and maintain appropriate confidentiality.
8. Understand and maintain appropriate professional boundaries.
9. Demonstrated ability to work cooperatively with other staff and church leaders.
10. Knowledge of and updated training in CPR and first aid.