



Job Description

Job Title: Congregational Care Coordinator **Supervised By:** Emily Chudy **Supervisor's Title:** Pastor
Job Status: Part-time 20 hours **FLSA Status:** Exempt **Work Hours:** TBD **Approved Date:** _____

I. JOB SUMMARY and RESPONSIBILITIES

The Congregational Care Coordinator is responsible for envisioning, organizing, and implementing a quality congregational care program for Central Presbyterian Church and may be filled by an ordained or non-ordained individual. This position works to ensure that appropriate services are provided to support the delivery of spiritual care to CPC community, including developing mechanisms to ensure that congregational needs are known. The Congregational Care Coordinator focuses on providing spiritual support services, such as one-on-one meetings, phone calls, visitation to hospitals, palliative and bereavement care, prayer sessions and help to coordinate memorial services with the Pastor. The Congregational Care Coordinator is responsible to work with the Deacons to provide care to members. Other responsibilities include preparing a monthly report to Session from the Deacons and communicating updates regularly to the Pastor as well as attending staff meetings. The Congregational Care Coordinator is the primary contact from Staff for the Deacons and therefore is expected to attend monthly evening Deacons' meetings.

Essential duties include:

1. Promote the mission of the church through compassionate congregational care.
2. Share emergency congregational care coverage on a schedule coordinated with the Pastor.
3. Working with the Deacons, develop a system to record prayer and phone requests regarding needs of congregation.
4. In coordination with the Deacons provide visitation, transportation, meals, or other outreach mechanisms to help with congregant concerns.
5. Use online data program as a database/ information/ system for reporting shared information regarding congregants.
6. Oversee and/or conduct hospital visitations.
7. Work with Deacons and Elders in facilitating monthly Home Communion.
8. Facilitate scheduled gatherings with the Deacons for prayer and support in a confidential setting, as deemed appropriate.
9. Ensure that appropriate notifications occur for congregant deaths, funerals, and prayer chain situations.
10. Reach out to those who are sick, suffering, grieving, or struggling via phone, email, or visitation.
11. Develop knowledge of local counselors that can be utilized for referrals.

II. RELATIONSHIPS

The Congregational Care Coordinator will be supervised by the Pastor and will work collaboratively with the Pastor in caring for the congregation. This position is the primary liaison to the Board of Deacons.

III. JOB REQUIREMENTS

Minimum requirements include a bachelor's degree in Psychology, Social Work, Religion, etc., and 2 years of experience in a field of compassionate care. Specific desired skills include energetic commitment to the life and mission of CPC, emotional and spiritual maturity, capacity to demonstrate good judgment, courtesy, kindness, confidentiality and tact with others, good time management skills, and knowledge of computers for data collection and correspondence. In addition to demonstrating effective counseling skills, providing good pastoral care is a matter of having the knowledge and compassion to deliver spiritual guidance that is appropriate for each individual. The ability to work through stress and give support during a health-related emergency will be important. Must be able to communicate well with church members, their families, and co-

workers, as well as with a network of other counselors, religious associates and/or community service providers. Position requires ability to obtain FBI, PA State and Child Abuse Clearances and provide evidence of eligibility to work in the United States. Clean motor vehicle record required.

IV. PHYSICAL REQUIREMENTS: Visual and auditory skills; the ability to walk, stand, stoop, bend, reach and lift materials up to 20 lbs. Must be able to maintain a valid driver's license and operate a motor vehicle.

V. EVALUATION

A Coaching and Equipping Team will be assigned by the Personnel Committee to meet with the Congregational Care Coordinator to review goals, progress, and other matters twice yearly. The Personnel Committee will receive the reports of the CE Team and will annually review the adequacy of compensation. Any unresolved differences in the CE Team will be brought to Personnel, and if necessary, to the Session for resolution.