

GUMC Job Description- July 2017

Job Title: Coordinator of Congregational Care, Grace United Methodist Church

Department: Pastoral Staff

Reports To:

1. Reports to the Senior Pastor and in his/her absence to his/her designee.
2. For general employee matters (vacations, hours, salary, workplace issues), reports to the Staff Parish Relations Committee representative.

Supervisory Role: This is not a supervisory position, but does have the responsibility to provide training and information to church staff and volunteers for Congregational Care.

Full/Part Time: Part-Time (20 hours/week)

General Job Description: The Coordinator of Congregational Care will coordinate and carry out ministries of care and hospitality in the life of the church. They should possess strong interpersonal relation skills and work as a team member with the entire staff of Grace Church.

Job Requirements: The workload can vary based on the needs of the church. A compassionate demeanor that is able to offer pastoral care to those in need, comfortable praying for and with other people, and maintain an appropriate level of confidentiality. A background check is required.

- Homebound Care - Make regular visits to homebound individuals, those in life transition, ongoing illness, special needs, and those who cannot regularly attend church. Develop a system of record keeping in order to maintain consistent care to these Church members.
- Training Volunteers - Coordinate training of Committee members to assist in the delivery of Congregational Care (make visits, send notes/cards, phone calls of encouragement...)
- Ongoing follow-up Care - Work with pastoral staff and Committee Ministries to follow-up on those who have lost loved-ones, have stressful situations at home, recovering from illness, returning from surgery/hospital stay, or any situation where Members need support.
- Church Services - You are expected to attend church service regularly and occasionally conduct church services when the Senior Pastor is not available.
- Other duties as assigned.