

JOB DESCRIPTION FOR ASSOCIATE DIRECTOR OF PASTORAL CARE

Salem United Methodist Church, Cedar Rapids

Job Title: Associate Director of Pastoral Care
Status: Part-time approximately 10-12 hours per week, 8-10 weeks a year as needed
Supervisor Title: Director of Pastoral Care
Date Prepared/Revised: February 14, 2023

The primary purpose of this position is to provide care (spiritual, emotional, physical) for church members and non-members. This individual will fill in for the Director of Pastoral Care on weeks the director is gone

RESPONSIBILITIES:

- Care for members and non-members as needed with a focus on presence and prayer
- Recruit, train, and lead others in the caring ministry
- Provide spiritual care to church family via hospital, home, and shut-ins
- Respond to emergency situations
- Coordinate Home Bound Communion team to offer Holy Communion once per month to shut-ins
- Maintain the sacred trust and confidentiality of personal information
- Officiate funerals in conjunction with the Pastor at Salem and in the community as needed
- Oversee shut-in ministry leaders
- Participate in Staff meetings on weeks working
- Lead, preach, pray, and anoint in worship services as requested
- In all places, be an ambassador of Jesus and Salem United Methodist Church

TERMS OF EMPLOYMENT: Works approximately 10-12 hours per week as scheduled by the Director of Pastoral Care at \$20 per hour. Compensation is paid bi-weekly (26 times a year). In general, staff members must have approval to be gone during holy days (Christmas Eve, Ash Wednesday, Holy Week, etc.). Overtime, medical/other fringe benefits, and pension/other retirement compensation are not included.

QUALIFICATIONS:

- A follower of Jesus who loves God and loves others
- Desire to serve at Salem Church and be an engaging member of the lead staff team
- Maintain healthy priorities in life, including spiritual disciplines, readiness for learning, investing in key relationships, vision for the future, eating and exercise (D.R.I.V.E.)
- Be loyal to the mission and vision of the Salem UMC and always protect the unity of the church
- Self-starter able to operate independently without supervision
- Personable, friendly, hospitable, loving, caring, and warm-hearted, able to set people at ease
- Must be able to recruit, train, and lead others in the caring ministry
- Strong organizational and administrative abilities
- Ability to communicate and listen well
- High level of relationship skills, including exercising compassion, grace, tact, and diplomacy.
- Ability to maintain healthy boundaries for balance in work/spiritual/family/leisure

JOB EVALUATION: The Director of Pastoral Care will be invited to meet with the Pastor and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

CONDITIONS OF EMPLOYMENT:

- 90 day probationary period with evaluation at end of that time period
- In all things must be consistent with Salem and The United Methodist Church
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often this will happen in consultation with the Staff-Parish Relations Committee.

Chair LB/SPRC _____ **Date** _____

Director of Care Ministry _____ **Date** _____

Employment is at will and the church and employee retain the right to terminate this relationship at any time, for any reason, with or without cause of notice.

As a resigning employee, you may be responsible for training the person who moves into your position. Advanced courtesy notice by both the church and employee is appreciated.