

First United Methodist Church, Kalamazoo
Director of Congregational Care

Position Description

Purpose: Provide direct pastoral care and leadership for others assisting with congregational care, concentrating on members and their families with special needs due to age or circumstance (shut-ins/homebound and those with chronic medical concerns).

Position Summary: The Director of Congregational Care will work side by side with clergy, directors and staff to support the ongoing care and spiritual formation of the congregation with an emphasis on senior adults in our congregation, both active and homebound members. Creating teams of volunteers for this caring ministry is essential.

1. Provide pastoral care in homes, hospital rooms, senior living and long-term care facilities, hospice centers, the FUMC chapel or office space, and over phone, email, and virtually, for members and their families in need due to advancing age or special circumstance (see Purpose). Develop and maintain ongoing relationships whenever appropriate.
2. As part of the FUMC pastoral team, cover one day each week of hospital visitation or calls, usually on Monday. Provide weekend emergency pastoral care one time a month.
3. Perform funerals and memorial services whenever possible for those with which there has been a pastoral care relationship, along with the necessary planning and support.
4. Develop and lead programming to local senior living facilities where there is a concentration of FUMC members and a need for such things as quarterly communion services and weekly virtual services. Assist in directing, along with the Director of Business Administration, of the lay staff who carry out the logistics of running the weekly services. Attend these weekly services occasionally in person.
5. Perform administrative tasks necessary to the position:
 - a. Meet as needed with supervisor (Lead Pastor)
 - b. Regular attendance at staff meetings and Church Council
 - c. Weekly meetings with FUMC clergy and weekly (or daily as needed) updates of appropriate records to facilitate good communication of FUMC congregational care needs, including birthdays and anniversaries
 - d. Building and maintaining the care teams of Stephen Ministry and Congregational Care Team and leading monthly meetings with each team
 - e. Record keeping on individuals/families in contact with for own purposes and to share with others as appropriate
6. Maintain a current list of community services to refer people to as needed.
7. Attendance at KFUMC worship is expected with frequency.

8. Implement with care teams a yearly special luncheon for 4 score and more persons. Assist the Congregational Care Team with arranging meal ministry for those who need the care of a delivered meal.

Qualifications:

1. Bachelors Degree
2. Seminary or Lay Training in Pastoral Care

Core Competencies:

- **Organizing:** Can gather and organize resources (people, material, and ideas) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.
- **Planning:** Accurately assesses the length and difficulty of a project, sets objectives and goals, breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measure performance against goals; evaluates results.
- **Motivating others:** Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; makes each participant feel valued.
- **Leadership:** Understands and accepts the inevitable stresses and challenges of leading; able to take clear stands when needed; is able to learn from others and be flexible when appropriate.
- **Interpersonal relationships:** Relates well to all kinds of people, inside and outside the congregation; builds appropriate rapport; builds effective and constructive alliances; uses diplomacy and tact; functions well as a team player.
- **Theology and culture:** Familiar with, supportive of, and able to communicate well key United Methodist values; can be clear about personal beliefs while giving others the freedom to identify and grow into their own in a supportive Christian context.
- **Values learning and growth:** Commitment to personal lifelong learning; has an operational understanding of the stages of faith through the life span, and is able to stay current in business and management “best practices.”

Reports To : Lead Pastor and Staff Parish Relations Committee

Hours: 20 hours per week

Effective: June 2021

The above is intended to describe the general requirements in this position. It is not intended to be constructed as a complete statement of all duties, responsibilities and/or requirements.