



JOB DESCRIPTION

Title: Pastor of Care Ministries
Department: Care Ministries
Classification: FT Ministry Exempt

Reports to: Admin Pastor
Supervises: Care Director
Updated: February 2023

PURPOSE

To give oversight to Constance Care Ministries, in order, to glorify God by creating environments where people can Know, Grow, and Go.

QUALIFICATIONS

1. Corporate
 - a. Testimony of faith in Jesus Christ as Savior and Lord
 - b. Has a maturing relationship with Christ and His church and is reaching out to those who do not yet know Him.
 - c. Unreserved commitment to the purpose, vision, and core values of Constance Free Church
 - d. Ability to abide by the policies, procedures, and practices of Constance Free Church
 - e. Can subscribe without mental reservation to the EFCA Statement of Faith
 - f. Effective communication skills: Written, verbal and interpersonal
 - g. Derives satisfaction from serving as a team player in a collaborative environment
2. Position Specific
 - a. Adaptable to the ebb and flow of Care Ministries needs throughout the year
 - b. Demonstrated history of using appropriate judgement with discretion, discernment, and compassion
 - c. Possessing or willing to obtain credentials in the EFCA with the possibility to be ordained
 - d. Earned a master's degree in a related field
 - e. Able to maintain confidentiality as a high value and practice
 - f. Passionate to see transformative ministry in the lives of those in times of crisis
 - g. Committed to the ministry of prayer
 - h. Able to administrate systems and processes that can support the diverse care needs of the congregation
 - i. Embraces the process of initiating conversations to establish a CARE connection, especially by phone

RESPONSIBILITIES

1. Support Groups and Programs
 - a. Develop, resource, and help oversee Care Ministries support groups and programs which the Holy Spirit can use to provide a comprehensive ministry of support, which may include:
 - i. Stephen's Ministers
 - ii. Side-by-Side Lay Counselors
 - iii. Grief Share
 - iv. Divorce Care
 - v. Premarital process
 - vi. Financial counseling
 - vii. Financial Peace University
 - viii. Workshops
 - ix. Prayer teams and ministry
 - x. Serve Days
 - xi. New ministry initiatives
 - b. Develop, resource, and help oversee Care Ministries counseling resources for referrals:
 - i. Manage referral, payment, and tracking system



- ii. Vet and regularly develop relationships with professional counselors to which Constance refers clients
- 2. Benevolence
 - a. Solicit and respond to care needs through activities and resources like:
 - i. Phone calls, emails, cards, etc.
 - ii. Bridging applications
 - iii. Resource distributions
 - iv. Meals
 - v. Counseling referrals
 - vi. County resources
 - vii. Other means as available
 - b. Track benevolence activities and clients
 - i. Case management
 - ii. Database development
- 3. Prayer
 - a. Coordinate Constance response to prayer requests:
 - i. Pastoral staff
 - ii. Elder prayer
 - b. Promote prayer
- 4. Pastoral Functions
 - a. Pastoral counseling – Referral and personally
 - b. Visitations - Home and hospital
 - c. Weddings - Help plan and organize weddings with other officiating pastors, Care Ministries Associate, and Wedding Coordinators as applicable
 - d. Funerals - Help plan and organize funerals with other officiating pastors, Care Ministries Associate, and Funeral Coordinators as applicable
- 5. Administration
 - a. Develop annual written vision and goals for Care Ministries consistent with the overall purpose, vision, values, policies, and procedures established by the church
 - b. Continually assess and make ongoing improvements to enhance Care Ministries effectiveness
 - c. Meet regularly with the Care Ministries Associate and Sr. Care Associate to give oversight, direction, and support
 - d. Recruit, train, supervise, and support all necessary volunteers to carry out the support ministry goals and objectives
 - e. Plan and control a Care Ministries budget and the Benevolence Fund
 - f. Work with the Office Manager for administrative support
 - g. Meet regularly with the Admin Pastor, Management Team, and other staff as applicable
 - h. Participate in weekly Staff Prayer and monthly All-Staff Lunches
 - i. Work with the Director of Communications to provide helpful Care Ministries communication to the church and community

RELATIONSHIPS

- 1. This position reports directly to the Admin Pastor
- 2. This position collaborates with the Care Ministries Associate, Seniors Care Associate, Office Manager, and Management Team
- 3. This position relates with other staff members, lay leaders, and ministry participants