



## Ministry Description

**Position Title: Director of Congregational Care**

*PT – 8-10 hours per week*



### Our Mission:

To GROW spiritually, numerically, financially and missionally for the purpose of making disciples of Jesus Christ for the transformation of the world



### Our Vision:

To be caring, inclusive and Spirit-filled in all we do

**How Position Helps Achieve Mission:** The Director of Congregational Care will develop, nurture and support caring ministries and teams.

**Leadership Structure:** The Director of Congregational Care is overseen by the lead pastor.

### Basic Position Responsibilities/Tasks:

- Offering care to congregants and their families, and responding to care needs via phone calls; visitation; and sending cards, texts and emails.
- Managing meal delivery, prayer shawl distribution or other needs that arise for persons in need.
- Overseeing and scheduling Caring Ministry Team meetings and check-ins.
- Sending birthday, anniversary, new baby, condolence and/or prayer cards to congregants and their families, as appropriate.
- Coordinating end-of-life needs and plans, as directed by the Pastor and in cooperation with funeral ministry volunteers, when applicable.
- Recruiting, training, equipping, empowering, nurturing and expressing appreciation for those who serve on the Caring Ministries Team—all of whom will follow Safe Gatherings policies.
- Welcoming/Connecting/Following up with and resourcing persons and families of congregants who are new to or already affiliated with Minnetonka United Methodist Church and in need of care.
- Participating in staff meetings and periodic check-ins with the Pastor.
- Maintaining ministry files and all documentation pertaining to persons in need of care and the volunteers who work with them.
- Preparing and following an annual budget for congregational care, along with maintaining and ordering supplies for ministry use.
- Fulfilling additional duties as assigned.



# Minnetonka

UNITED METHODIST CHURCH

## Leadership Responsibilities:

### Position Qualifications:

- Bachelor's or graduate level degree in related field preferred
- Demonstrated caring ministry experience and passion
- Considers this position a ministry calling and not a job
- Expertise in recruiting and overseeing volunteer ministries
- Possesses strong organizational and communication skills, as well as the ability to exercise vision, creativity and initiative
- Highly motivated and self-directed team player who loves and enjoys working with people of all ages

## Performance Expectations:

- Displaying a love for and belief in Jesus Christ, as well as a passion for the mission, vision, ministries and faith development of Minnetonka United Methodist Church.
- Maintaining an ongoing commitment to personal spiritual growth and a healthy lifestyle.
- Demonstrating commitment to the inclusivity of all God's people and collaborative teamwork.
- Providing a welcoming, hospitable and informative presence in-person, electronically and on the phone while addressing immediate needs or inquiries in a timely manner.
- Exhibiting prompt and excellent communication and presentation skills (written and verbal).
- Managing time well and meeting deadlines, adjusting their schedule in accordance with the needs and demands of the position; self-directed and organized.
- Ensuring timeliness when leading and attending functions of the church.
- Upholding strict confidentiality with the pastor, staff and others as it relates to information affecting the overall function and health of the church and its membership
- Adhering to the policies and procedures outlined in the church's Employee Handbook and publicly supporting the lead pastor, staff and mission of the church.

### Review Process:

Under-performance, poor performance or poor fit between the individual and the position or church will not be accepted. The Director of Congregational Care will meet with the lead pastor quarter bi-annually to set and review goals, performance outcomes and fit. Notes will be maintained. If it is determined that the individual is unable to fulfill their duties in accordance with their ministry description, they will be expected to engage in a process for ministry release.



17611 Lake Street Ext.,  
Minnetonka, MN 55345



[minnetonkaumc.org](http://minnetonkaumc.org)



952.474.4114



# Minnetonka

UNITED METHODIST CHURCH

---

**Additional Comments:**

**Expected Outcomes and Metrics Criterion:**

Expected Outcomes	Metrics	Review/Notes
Contribute to annual mission and vision achievement	Development and implementation of annual goals in pursuit of the mission and vision	
Increase, maintain and train congregational care team volunteers	New volunteers added to increase and/or replace volunteers	
Intentional, ongoing congregational care	Care and visitation schedule devised and followed; regular check-ins with congregational care team members	
Accuracy and timeliness in all duties and documentation	Consistent implementation of Safe Gatherings policies and procedures, record-keeping; preparedness and punctuality	

---

Employee Signature

Date

---

Supervisor Signature

Date

