

Salem Lutheran Church
Caring Minister/Caring Ministry Coordinator
Position Description - Part Time (10-12 hours per week)

SALEM LUTHERAN CHURCH PURPOSE

In our hearts and with our hands, Salem is bringing light, warmth and nourishment to the community. Our primary goal as staff is to empower our people to make Jesus known through the warmth and light emanating from our community.

POSITION OVERVIEW

Working in collaboration with the Pastor and volunteers, the Caring Ministry Coordinator offers and coordinates care and support for those facing life-changing events and circumstances.

CHARACTERISTICS OF A CARING MINISTRY COORDINATOR:

- Trusts the Word of God and supports the inclusive and affirming theology lived out at Salem and in the Evangelical Lutheran Church in America (ELCA), and is familiar with congregational functioning.
- Possesses strong skills for caring, listening with empathy and reaching out to individuals, households and caregivers
- Possesses strong communication skills, in both interpersonal interactions and writing personal notes and published material.
- Able to work with and lead volunteers as part of a team.
- Open to innovation.

KEY DUTIES & RESPONSIBILITIES

- Provide support in times of grief/loss, illness, crisis, life transition and milestones (70% of time allotted).
 - Identify individuals in need within the congregation.
 - Connect with individuals, couples and families to offer support, prayer, and resources to individuals and caregivers.
 - Visit in person, by phone calls, writing personal notes and mailed resources.
 - Maintain a list of resources and referrals to social services, hospice care, home or palliative care, assisted living.
 - Serve as a host or liaison to family and funeral homes for funerals and memorial services at Salem or elsewhere.
 - Take Holy Communion to the homebound.
- Empower others to do Caring Ministry as they are gifted (15% of time allotted):
 - Develop and lead a Caring Ministry team and check in with them regarding their visiting pairs and their own self-care.
 - Recruit and lead Prayer Keeper and prayer chain groups, coordinate prayer requests.

- o Grow Salem's Caring Ministry through partnerships with internal and external caring efforts (i.e., Stephen Ministries, Healing and Remembrance services).
- Administrative tasks (15% of the time):
 - o Establish Caring Ministry goals in collaboration with the Pastor and leaders.
 - o Attend weekly staff meetings and work cooperatively with administrative and custodial staff.
 - o Publish Caring Ministry information internally and externally using bulletins, social media, annual reports and messages during Sunday services.
 - o Coordinate guest speakers on caring ministry for Adult Forums.
 - o Manage Caring Ministry budget, including purchasing supplies and booklets, greeting cards, postage and materials.
- Perform additional tasks as assigned by the supervisor.

EXPECTATIONS

- Exudes a positive outlook and is passionate about the mission and ministries of Salem (membership is not required).
- Motivated by achievement of goals, quick learner, organized, self-directed, self-starter, capable of working both independently and interdependently with a team.
- Remains confidential and discreet with personal information.
- Demonstrates the ability to motivate and lead others.
- Available for potential evening and/or weekend work hours.
- Maintains reliable transportation.
- Strong interpersonal communication and relationship-building skills
- Innovative with ministry to create and recreate 21st Century church, including intentional evaluation and creative problem solving.

QUALIFICATIONS

- Experience in a caring profession
- Strong organizational and interpersonal skills
- Caring Ministry training, available through employer
- Licensed driver with an automobile that is insured in accordance with state requirements and is in good working order

COMPENSATION

- \$20-25/hour, part time for 10-12 hours per week
- Flexible schedule