

# BLACKSBURG UNITED METHODIST CHURCH

## STAFF MINISTRY POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Congregational Care Coordinator or Pastor of Congregational Care (if clergy)
<b>REPORTS TO:</b>	Lead Pastor
<b>DEPARTMENT:</b>	Member Care
<b>DIRECT REPORTS:</b>	
<b>POSITION STATUS:</b>	Part-time (10-12 hours per week)
<b>FLSA (Fair Labor Standards Act) STATUS:</b>	Exempt
<b>SALARY:</b>	\$15,000-18,000 annually
<b>PREPARED DATE:</b>	March 2022
<b>APPROVED BY:</b>	April 2022

**POSITION SUMMARY:** The purpose of the Congregational Care Coordinator is to empower the ministry of clergy and laity who extend Christ's healing love to BUMC members and constituents who are experiencing illness, bereavement, crisis, or isolation by providing practical, emotional, and spiritual support. Ultimately, the Congregational Care Coordinator embodies and empowers the church's mission of making disciples of Jesus Christ for the transformation of the world.

**CONGREGATIONAL RELATIONSHIPS:** Strategic presence on Sunday mornings and at other times, as available and able.

**STAFF RELATIONSHIPS:** The Coordinator shall work with staff, committees, and groups to ensure effective and efficient facilitation of the total program. Specific responsibilities include but are not limited to:

### **Responsibilities/Skills of Congregational Care Coordinator:**

- Ability to recruit, equip, and manage lay volunteers who support the various congregational care teams; congregational care teams include (but are not limited to):
  - Visitation Team
  - Member Care Committee
  - Stephen Ministry
  - BUMC Friends
  - Parish Nurses
- Lead laity in providing excellent congregational care in the areas of:
  - Visitation to those in local nursing homes, hospitals, and assisted living facilities
  - Visitation to those who are homebound
  - Coordinating lay volunteers to serve Holy Communion to homebound members
  - Oversight of worship services in local nursing home and assisted living facilities

- Develop a system of record keeping and accountability that allows good tracking and oversight of congregational care
- Balance personally doing visitation with equipping lay volunteers to do
- Assist the Lead Pastor by:
  - Advising the Lead Pastor on urgent pastoral care needs
  - Notifying Lead Pastor of other situations which may require pastoral care
  - Providing/Coordinating support and end-of-life care for dying persons and their families
  - Providing/Coordination support for the planning and leading funerals and memorial services (if a clergyperson)

**EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Strong Christian faith and knowledge of United Methodism (preferred).
- Excellent communication and personal interaction skills are required.
- Experience in providing pastoral care (preferred).
- Experience and/or knowledge of Stephen Ministry or other form of lay or clergy caring ministries (optional).

To apply: Please send your resume to [sprc@blacksburgumc.org](mailto:sprc@blacksburgumc.org)