

Salem Church

CARE PASTOR | DIRECTOR JOB DESCRIPTION



SALEM VISION FRAME

Values: Biblical Truth, Extravagant Love, Selfless Service, Intentional Community, Future Generations

Mission: Living lives of love **with God, in community** and **on mission**.

Marks of a Disciple: Gospel Believer, Focused Follower, Peace Maker, Humble Guide

Strategy: Cave•Table•Road | Gather•Connect•Invest

PURPOSE

The purpose of the Care Pastor | Director is to help cultivate a relational disciple-making culture around Salem's mission and vision by providing for, and equipping, the congregation to support emotional, social, and spiritual needs supported by a vibrant prayer basis.

TIME, REPORTING, COMPENSATION

The Care Pastor | Director will be a part-time, 20-25 hours a week, position. Compensation will be determined by the Board of Elders. Reporting will be determined by the Senior Pastor.

POSITION OPPORTUNITY | DESCRIPTION

Salem Church has a history of serving others spiritually, emotionally, and socially both individually and through Care Groups. At a time of crisis or concern, providing relational and spiritual support enhances the Church Family connection. A culture of caring cultivates a spirit of belonging which solidifies the Church as a family. The opportunity at Salem is having a dedicated Care Pastor | Director serves as a communication conduit which consistently engages a care process.

The Care Pastor | Director is the primary point of contact for awareness of congregational needs. The Care Pastor | Director provides relational care and spiritual guidance to proactive or reactive circumstances to include [but not exclusive to] hospital visitations, skilled nursing facilities, and home visitations. The Care Pastor | Director works with the Church's Care Team Volunteers to efficiently meet the needs of those in reactive situations. The Care Pastor | Director leads and supports the Prayer Team volunteers and maintains the current prayer list. Provides spiritual guidance to the congregation by participating in funerals, weddings, grief share and encourages the church's attendees to struggle well.

REQUIREMENTS

- A born-again Christian.
- Integrity to uphold the values of the EFCA in agreement with the EFCA doctrinal statement along with the integrity of efficient utilization of the technology systems at Salem Church
- Heart of a Shepherd [1 Peter 5:1-4]
- Building up of the body of Christ [Ephesians 4:11-16]
- Relevant experience in a church, hospital or ministry lay setting.

COMPETENCIES

- Organizational skills
- Proactive
- Compassionate
- Communication skills for effective communication both written and verbal.
- Interpersonal Communication to collaborate with Staff, Congregation.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

The Care Pastor | Director:

- Cultivates a culture and practice of care and compassion throughout Salem.
- Connects with congregation who are hospitalized.
 - If unavailable, coordinate with other staff to do so.
- Connects with the congregation who are homebound or in retirement communities.
- Communicates with Staff and Elders, if appropriate, on reactive situations involving congregation to share the care responsibilities.
- Develops an appropriate, effective, consistent care plan for the church with effective implementation [who, what, where, when] to deliver the right care to the right people.
- Develops an effective small group of care for reactive situations such as in grief share or divorce care.
- Engaged in congregation weddings and funerals.
- Recruits, trains, encourages Care Team Volunteers

Leader of the Prayer Team:

- Upholds the congregation and its ministries in prayer.
- Provide the congregation with a way to communicate prayer requests [utilizing CCB software where appropriate, prayer cards, phone call] directly to the prayer team and assure them all prayer requests will be kept confidential if so desired.
- Maintain current, relevant information on the prayer request communication.
- Recruit, train, encourage volunteers for the prayer team.
- Receives and distributes prayer requests to the prayer team.
- Communicates celebrations of God's Mercy, Provision, Compassion on prayer request results.

WORK ENVIRONMENT & REQUIREMENTS

- Environment includes working inside temperature-controlled building.
- Environment outdoors for transportation and in surroundings such as hospitals, retirement communities or individual homes.
- Equipment requirements: Computer and general office equipment
- Essential functions include sitting, standing, walking, climbing both up and down stairways. The facility has a wide layout requiring movement to and from offices and general gathering places while on the property.
- Work requirements are on site and off site as situations require.

ADDITIONAL NOTES

REVIEWED BY:	Seth Dunham, Sr Pastor	DATE:	02/20/2024
Approved by:	Seth Dunham, Sr Pastor	Date:	02/20/2024
Last updated by:	Business Operations Interim	Date/Time:	02/25/2024