



Job Profile

Position: Director of Congregational Care

Status: Part time (up to 15 hours/week), hourly, non-exempt

Who We Are

Our Aspirational DNA

Christ-centered – In ideological ways we are diverse, Christ is our center and our unity.

We really aren't seeking to be centered on politics, denomination, or fulfilling the American dream.

Vision First – When deciding what to do with our resources, we are led by the vision He has given us.

Making Ripples – We aren't content unless we are making a difference for the Kingdom of God in our community and the varied communities of our members.

Our Vision/Mission

Becoming a vital, strong, and faithful outpost for Christ and our community for the next 50 years!

This will mean that our leadership will be constantly discerning what commitments and priorities will advance the vision, attempting to balance inward investments and outward commitments.

Our Current Shared Strategic Priorities

Live Streaming (Outwardly Focused)

Kid's and Student's Ministries (Inwardly Strong)

Faith & Leadership Development (Inwardly Strong)

The Role of the Director of Congregational Care

The Director of Congregational Care is responsible for providing Christ-like care and compassion in tangible ways for the members of Northminster and her community through visitation, calls, cards and other forms of communication. There is the opportunity to expand this role by the addition of leading small group(s) as the need arises.

Your Team

- This position reports to the Senior Pastor/HOS (Head of Staff)
- This position supports the Deacons, Congregational Care Team, and members of the church and our community

Goals and Expectations

- Serve as a committed member of the Northminster staff
- Abide by Northminster's Child/Youth Protection Policy and Staff Handbook policies

Primary Responsibilities and Tasks

- Organize and implement pastoral care visitations based on the church’s pastoral care needs
- Respond pastorally to those in the congregation who are experiencing a death of a loved one, illness, crisis, or trauma
- Conduct or participates in funeral/memorial services when necessary
- Conduct hospital and in-home visits
- Report to Senior Pastor, Staff and other members of Congregational Care Team to update them on the needs of the congregation
- Coordinate and collaborate with the communication/marketing team so that the work of the Deacons and Care Team are highlighted in the church and community
- Initial Goals:
 - Establish an efficient, user-friendly system of communication and reporting with existing Congregational Care Team members, pastor(s) and staff within the first 60 days of hire
 - Create relationships with the Congregational Care Team, both individually and as a group to discern availability, passions, and gifts as they might contribute to an overall care plan within the first 45 days
- Other duties as assigned

Physical Requirements

Activity	Constantly	Frequently	Several times/week	Occasionally	Never
Sitting		X			
Standing		X			
Walking		X			
Lifting up to 20 pounds				X	
Lifting more than 20 pounds					X
Pushing/pulling				X	
Squatting/Stooping/Bending				X	
Reaching and lifting overhead				X	

Candidate Profile

- Vibrant faith in Jesus Christ
- Strong character and work ethic
- Highly relational
- Resilient and persevering
- Teachable spirit and team player
- Values authenticity
- Welcomes diversity
- Manages projects well
- Technologically savvy
- Works independently
- Demonstrates compassion and hospitality
- Possesses an understanding of family systems, especially when working with families under stress

A preferred candidate will have an undergraduate degree with experience and demonstrated ability in pastoral care and/or counseling. An Ordained Pastor is preferred but not necessary.

A candidate will have to pass a criminal background check before an offer of employment will be made.

Your Schedule

- Your work hours will be flexible, up to 15 hours a week.

Your Compensation

The hourly rate for this position is \$25.00 per hour.

You are eligible for overtime.

As a staff member at Northminster Church, you are also eligible for the following benefits:

- Vision and dental coverage at employee expense
- 2-5 weeks of paid vacation time each year (begins with 2 weeks, increases with length of employment)
- 2 weeks of sick leave each year
- Mileage reimbursement at current IRS levels

Approved 9/27/2022

