

Position Description
Director of Caring Ministries
Frederick Church of the Brethren
(20 hours per week)

Function

The Director of Caring Ministries will serve as lead administrator for the overall caring ministry for the congregation; and will coordinate selected caring ministries for the congregation.

Qualifications

1. Demonstrate a clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
2. Commit to the Mission and vision of the Frederick Church of the Brethren.
3. Possess the attributes associated with one who provides compassionate, Christ-centered care.
4. Exhibit the spiritual gifts of care, mercy, service, and administration in a support role to the pastoral team and deacons.

Abilities

1. A heart for congregational care.
2. Relational skills and empathy toward individuals from varying socioeconomic conditions facing a myriad of spiritual, personal, and physical challenges.
3. Organizational, administrative, and interpersonal skills.
4. A team player with a positive attitude.

Reportability

1. Reports to the Care Pastor.
2. Supports policy directives of the Ministry Commission, serving as ex-officio, non-voting member of the Commission.
3. Collaborates with the Care Pastor, Deacons, and associated ministry teams.
4. Conforms to all policies and procedures in the Frederick Church of the Brethren Personnel Manual, Salary and Benefits Handbook, and Supplemental Personnel Manual for Church Staff.

Responsibilities

1. Coordinate visitation/contact ministry:
 - a. Coordinate with Pastor of Visitation and Deacons to ensure visitation of members/active participants who are hospitalized, shut-in, or otherwise in need of in-person contact. Update records in FCOB church management system.
 - b. Coordinate after-service care by deacon, pastor, or Director of Caring Ministry following each Sunday worship service.

- c. Make monthly telephone calls to members/active participants needing extended support, as indicated on the FCOB Hot Sheet.
 - d. Coordinate processing and routing of Welcome Cards to appropriate staff members for follow-through.
 - e. Ensure that FCOB Hot Sheet is updated daily.
 - f. Update caring ministries board in administrative office.
 - g. Maintain list of members' significant dates (e.g., milestone birthdays, anniversaries) and list of deaths for Memorial Sunday recognition; route to administrative staff to ensure letters are sent.
 - h. Revise care ministry literature as needed.
2. Administer Benevolence Ministry:
- a. Coordinate with Deacons the care of FCOB members/active participants needing material assistance. Refers non-FCOB members/active participants to benevolence agencies supported by FCOB.
3. Lead Caring Ministries:
- a. Coordinate grief ministry; lead support group and distribute support materials to families in need.
 - b. Support Stephen Ministry, including assistance with the recruitment of ministers and recipients of care.
 - c. Coordinate with Deacons access to the FCOB Food Pantry for members/active participants. Refers non-FCOB members/active participants to benevolence agencies supported by FCOB.
 - d. Serve as liaison to commissions, committees, and teams as stipulated by supervisor.
4. Administer Wedding Ministry:
- a. Adhere to the Marriage Ministry Guidelines with respect to scheduling wedding dates and ensuring that requisite steps are completed prior to and following the ceremony.
 - b. Administer and process PREPARE/ENRICH assessment in consultation with the officiating pastor.
 - c. Secure wedding coordinator to work with couple.
5. Coordinate Funeral Ministry:
- a. Serve as initial contact when staff is notified of a death within the congregation.
 - b. Liaise with family, funeral home, and designated pastor as funeral arrangements are made, following FCOB funeral protocol.
 - c. Arrange support from the Funeral Support Team on the day of the funeral.
 - d. Follow up intentionally with family following funeral.

6. Undertake other duties as assigned.

Position Classification

1. This is a part-time, non-exempt position with a projected work schedule of 20 hours/week.

Compensation

1. Salary commensurate with experience and ability.
2. Other benefits are negotiable, as provided for in the FCOB Salary & Benefits Handbook.

Meeting Attendance

1. Will attend all FCOB Staff meetings.
2. Will attend all meetings required of FCOB Staff in accordance with the FCOB Personnel Manual.
3. Will attend other meetings as necessary.

Professional Growth

Will utilize holidays and leave as delineated in the Frederick Church of the Brethren Personnel Manual and the Salary & Benefits Handbook. Will participate in professional growth experiences, in tandem with understandings in the Frederick Church of the Brethren Personnel Manual and the Salary & Benefits Handbook.

October 23, 2018