

# SENECA UNITED METHODIST CHURCH

## Job Description

<b>TITLE:</b>	Part time Coordinator of Congregational Care
<b>SUPERVISORY:</b>	Senior Pastor and Parish Relations Committee
<b>SALARY:</b>	\$10,000 per year plus mileage (must have own vehicle)
<b>SCHEDULE:</b>	10 – 15 hours per week/50 weeks a year Attend and participate in worship experiences at SUMC

### QUALIFICATIONS:

- Bachelor's degree or related position experience
- Efficient with computer and programs; email, WORD, EXCEL
- Criminal and Child Abuse clearances

### DUTIES AND RESPONSIBILITIES IN COOPERATION WITH SENIOR PASTOR:

- Visitation and support to members during hospitalization
- Visitation, communion and/or anointing of oil to homes, hospital, nursing homes
- Pastoral care for those in personal crisis through visitation, counseling, prayer and professional referral when necessary
- Small amount of office hours per week (one day a week).
- Weekly reporting to senior pastor
- Invite and serve new attendees to the congregation (review weekly attendance pads for visitors, special needs and potential new members)
- Engage with church families in working to meet the needs of our community
- Oversee hospitality teams, greeters, ushers
- Engage in training and development of volunteers and build discipleship
- Assist with organizing outreach events intended to connect the Gospel with people outside of the church
- Promote, educate and advocate responsible biblical stewardship in the congregation
- Assist in planning and implementing small group and in-home ministries
- Participate in ongoing professional development in the areas of outreach, church growth and the Word

### GENERAL DUTIES ON OCCASION AS DIRECTED by SUPERVISORS:

- Service a funeral
- Provide a worship service
- Attend local events
- Attend local church conferences
- Other duties and responsibilities as assigned