

Coordinator of Caring Ministries

Job Overview

Direct and participate in an effective visitation and pastoral care program for the mission partners of Christ Lutheran Church and residents of Luther View Apartments. Consult and coordinate with the lead pastor and staff.

Primary Duties

Visitation

- Meet weekly with pastors to coordinate pastoral care and visitation of mission partners and Luther View residents,
- Provide personal and telephone visitation with hospitalized mission partners and friends, homebound members, and skilled nursing facility patients.
- Coordinate Neighborhood Ministry groups to supplement pastoral care of mission partners.
- Coordinate periodic seasonal social events.

Advocacy and Education

- Serve as advocate/community resource liaison for mission partners and Luther View residents.
- Serve as liaison with the health cabinet and other wellness ministries.
- Coordinate grief and bereavement program.

Stephen Ministry

- Recruit, train and coordinate Stephen ministers in conjunction with the lead pastor and Stephen Minister leadership team.
- Coordinate and lead monthly Stephen Ministry meeting.
- Serve as a resource and point person for Stephen ministers and care receivers.

Administrative Duties

- Maintain visitation database.
- Prepare and submit budget for visitation program.
- Attend and participate in weekly staff meetings.
- Attend Luther View board meetings (if requested)
- Provide a written quarterly report to church council and Luther View Board (January, April, July and October).
- Assist with funerals as requested by the lead pastor.
- Provide a written quarterly report to the Luther View board.

Qualifications

- College degree preferred but not required
- Training in Stephen ministry required within 6 months of hire
- Experience in pastoral care or equivalent care experience.
- Valid California driver's license
- Computer skills

Accountability

Position will be supervised by and accountable to the lead pastor

Hours

30 hours per week

Benefits

Benefits and work policies will be in accord with the personnel handbook of Christ Lutheran Church