



GROSSE POINTE MEMORIAL CHURCH

a light by the lakeshore

Job Description

- Title:** Minister of Pastoral Care
- Purpose:** Provides pastoral care leadership and support for members and friends of the congregation, extending Christ-centered compassion through visitation, prayer, spiritual support, and coordination with pastors, deacons, and lay care ministries.
- Supervision:** Reports to the Head of Staff/Senior Pastor or designated supervising pastor
- Status:** Part-time salaried position (based on average commitment of 20-24 hours per week)
- Evaluation:** Performance evaluations will be conducted with the Pastor/Head of Staff a minimum of once a year

Education, Experience and Skills Required:

- Ordained Minister of Word and Sacrament in the Presbyterian Church (U.S.A.) or a theologically compatible denomination preferred; candidates with equivalent pastoral care training and experience may be considered
- Demonstrated experience in pastoral care, visitation, grief support, crisis response, and spiritual guidance
- Ability to offer compassionate, confidential, and non-anxious presence to people experiencing illness, loss, transition, aging, isolation, or family concerns
- Knowledge of Reformed theology, Presbyterian polity, and the ministry of deacons and ruling elders
- Skill at developing trusting relationships with members, families, staff, volunteers, and community care providers
- Ability to communicate clearly and concisely, verbally and in writing, including timely documentation of pastoral contacts as appropriate
- Ability to use basic office technology, email, calendaring, and church database or pastoral care tracking systems
- Successful completion of required background checks and adherence to all church safe conduct, confidentiality, and pastoral ethics policies

Responsibilities:

- Pastoral Care and Visitation:
 - Oversee regular pastoral visitation to members and friends of the congregation who are hospitalized, homebound, in care facilities, grieving, isolated, or facing significant life transitions
 - Respond to urgent pastoral care needs in coordination with the pastoral staff and church staff



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- Offer prayer, scripture, pastoral conversation, and spiritual support consistent with the congregation's Reformed Christian faith and PC(USA) commitments
- Administer or assist with homebound and hospital communion, and other pastoral care sacramental needs as authorized and coordinated with church leadership
- Care Coordination:
 - Coordinate pastoral care communication with pastors, deacons, staff, and appropriate lay leaders while maintaining confidentiality
 - Resource, support, and attend meetings of the Board of Deacons or other pastoral care teams as requested
 - Help identify, encourage, and equip volunteers for congregational care ministries, including visitation, meal support, cards, transportation, and prayer ministries
 - Maintain appropriate pastoral care records and communicate follow-up needs to the supervising pastor
- Worship and Congregational Life:
 - Assist in worship leadership, prayer, visitation-related liturgy, and preaching as requested by the Pastor/Head of Staff
 - In coordination with pastors and staff, provide pastoral support to families before, during, and after funerals and memorial services
 - Participate in staff meetings, Session meetings, deacon meetings, and other church meetings when requested and when relevant to pastoral care ministry
 - Help connect members with appropriate congregational, community, chaplaincy, counseling, or social-service resources when needs exceed the scope of congregational pastoral care
- Ministry Administration:
 - Plan weekly work in consultation with the supervising pastor, recognizing that pastoral care needs may vary from week to week
 - Maintain healthy boundaries appropriate to part-time ministry and communicate availability, urgent care procedures, and schedule adjustments clearly
 - Participate in continuing education or training related to pastoral care, grief support, aging, dementia awareness, mental health first aid, or trauma-informed ministry as appropriate
 - Perform other duties as assigned by the Pastor/Head of Staff consistent with the purpose, scope, and time commitment of this position

This job description may be changed from time to time to meet the needs of the church as it affects the ministry and mission of the congregation.