

MINISTER OF PASTORAL CARE

(Pastor Ron's Position)

As an employee of Cowee Baptist Church, every effort must be made to carry out your job in a Christ-like manner. Job performance will be evaluated on the following criteria:

- Competency in job related requirements
- Confidentiality in all matters
- Unquestionable conduct in carrying out said job

Failure to achieve any or all of this stated criteria may lead to termination. Being a representative of Cowee Baptist Church, all employees should reflect God's love to everyone with whom they work and associate.

Job Classification:

Salaried, Full-time (40 hours per week)

Principle Function:

The Minister of Pastoral Care and Outreach is responsible for aiding the Pastor in the overall pastoral care ministry to the congregation and friends of the congregation.

Responsibilities:

- Serve in the office Monday – Thursday, from 10am – 3pm, unless sent by the Pastor for visitation. During this time, this person would interact with church members and guests as needed while making “CARE” phone calls, planning regular visitation ministries, and updating prayer needs to the Cowee Prayer Warrior group.
- Implement and coordinate a “CARE” Ministry (which would include and enhance existing Senior Adult, Homebound, and Visitation Ministries) tailored to the needs and culture of the church.
 - i. Plan and participate in a regular visitation program, particularly of the hospitalized, sick, bereaved, shut-in, and elderly members of the congregation.
 - ii. Plan activities, trips, and special events for senior adults.
 - iii. Aid in assembly and delivery of weekly homebound packets.
 - iv. Work with the Benevolence Committee to counsel and follow-up with those seeking aid.
 - v. Work with prayer leaders to make sure the church family is aware of needs and ensure that those in need are ministered to.
- Coordinate, enlist, and supervise volunteer opportunities for people to become more involved in the ministries of the church (i.e., through visitation, serving in the church office, making care packages for those in the military, etc.)
- Respond to emergency calls when a member is in need of pastoral care and the pastor is not available.

- Be available to assist with weddings or funerals as requested by the pastor or members of the church.
- Be available for teaching supply as requested by the pastor.
- Serve as a staff advisor for committees as assigned by the pastor (i.e., Senior Adult Council and Benevolence Committee)
- Perform other duties as assigned.
- Participate in the regular worship services of the church.

The pastor directly supervises the Minister of Pastoral Care