

**GRACE LUTHERAN CHURCH
DIRECTOR OF CONGREGATIONAL CARE**

Purpose: To provide a caring presence to those who are hospitalized, ill, and/or homebound. To facilitate health ministry, health education, and health referral needs of the congregation. To coordinate care of members through ministry teams and committees.

Organizational Relationship

Reports to: Senior Pastor

General work hours: Average 20 hours per week.

Salary: Based on SD Synod guidelines for program staff. Does not include medical/pension benefits.

Dress: Conform to a suitable dress code.

Reviews: Annual review will be completed by the Senior Pastor with input from the Personnel Committee and Health Ministry Committee chairperson.

Staff Expectations

1. Commitment to the mission of Jesus Christ and the Church.
2. Keep a strict confidentiality of pastoral ministry and office business.
3. Know that you represent the church and maintain an appropriate professional manner when relating to the public.
4. Ability to communicate and work with people of all ages.
5. Choose and mentor a volunteer assistant to become familiar with your responsibilities.
6. Be an active participant in worship. Membership at Grace Lutheran is encouraged. Membership in a Christian congregation is required.

Position Expectations

1. Have a heart and vision for caring ministry.
2. Have strong oral, written, and interpersonal communication skills
3. Have strong critical thinking skills.
4. Have a basic understanding of Lutheran theology.
5. Have an ability to understand and communicate the interrelatedness of body, mind, and spirit to health wellness.
6. Be a person of spiritual maturity.
7. Maintain confidentiality and appropriate recordkeeping files.

Specific Responsibilities

1. **Visitation and Congregational Care**
 - a. Call hospitals each weekday and visit patients. Inform pastor of those hospitalized especially if he/she should also visit. Make follow-up calls as needed to those who have been hospitalized or doing treatments.
 - b. Keep prayer chain updated with requests with the permission of patients.
 - c. Make home communion/homebound visits as per the schedule developed by the pastor.
 - d. Produce and send weekly mailing, with the help of volunteers, to homebound and others who would like to receive it.
 - e. Meet with the grief group and provide for other support groups that may be established.
 - f. Work with Shepherding Committee to provide support for shepherds.

2. **Health and Wellness Ministry**

- a. Work with Health Ministry Committee to provide health education and health resources for congregational members and to determine direction and scope of health ministry.
- b. Maintain and promote the use health and wellness resources.
- c. Provide for monthly blood pressures and blood sugar checks using nurses and health professional volunteers from the congregation.
- d. Arrange for footcare clinic and work with volunteers to register and remind patients of their appointments.
- e. Provide wellness encouragement through newsletter articles and regular updates to the bulletin board using volunteers as appropriate.

3. **Administrative Matters**

- a. Function as an active team member of the staff and relate specifically to the Health Ministry Committee and Hospitality Committee to determine direction and scope of activities in the Parish.
- b. Be available to church members by phone or scheduled office visits.
- c. Recruit and coordinate volunteers and support groups in identified areas of need.
- d. Develop and maintain professional relationships with local health care delivery systems as appropriate to meet the needs of the congregation.
- e. Communicate health and wellness and caring ministry opportunities to the congregation.
- f. Recruit and train volunteers to participate in the caring ministry of the congregation.
- g. Prepare a monthly report of ministry for the congregational council.

This job description shall include but not be limited to the above duties. It is reasonable to expect that this job description may change slightly from time to time.

(February 2024)