



COMMUNITY
PRESBYTERIAN CHURCH

COMMUNITY PRESBYTERIAN CHURCH JOB DESCRIPTION

Title/Position: Associate Pastor of Care Ministries

Department: Care Ministries

Team Leader: Executive Pastor

GENERAL DESCRIPTION

The Pastor of Care Ministries leads, shepherds, and manages all CPC Care Ministries. The Pastor of Care serves as the pastoral “Point Leader” for the Deacons, Care Ministry Coordinators, Young Couples Ministry, and Marriage Mentors ministry.

SPECIFIC RESPONSIBILITIES

- Provide pastoral leadership to CPC Care ministries (including staff and volunteers) for our intergenerational congregation
- Provide pastoral leadership to key Care Ministry volunteers: Deacon Moderator and Executive Team of Deacons, Care Ministry Coordinators (i.e. Seniors, Divorce Care, Grief Share, etc.), Young Couples Coordinators, and Marriage Mentors Coordinators
- Serve as the primary point of contact for planning/leading memorial services
- Primary pastoral care support for people seeking pastoral care--making referrals to appropriate care/support ministries, the Counseling Center (CPCC), etc. when appropriate
- Develop, manage and continually improve our Deacons ministry
- Champion, promote, lead, and innovate in the area of Care Ministries--establish and communicate vision/values consistent with mission/vision of CPC (Reaching People and Following Jesus; FOR the Valley)
- Effectively manage Care Ministries resources including: budget, calendar, facilities, personnel, and communications
- Serve on CPC's Pastoral Team--providing overall leadership to the church
- Serve on CPC's Session (Board of Elders)
- Preach and teach periodically
- Follow the guidance offered in the EPC Book of Order, the CPC Leadership Handbook and the CPC Human Resources Policies and Procedures Handbook
- Other duties as assigned

QUALIFICATIONS

- Pastoral gifts, skills, and calling in the areas of leadership, discernment, mercy, administration, teaching, and communication
- Proven ability to attract, develop and engage volunteer leaders and lead volunteer teams--demonstrated ability to effectively plan, produce and evaluate people, ministries, and events
- “Team Player” with strong leadership skills to build influence across generations, departments and teams

- Excellent communication skills and discernment in crisis, grief, trials, etc.
- Strong relational acumen and time management skills (aka “personal disciplines”—able to effectively lead and care for yourself)

PERSONAL CHARACTERISTICS

- Passionate, devoted, mature follower of Jesus
- Embrace high biblical standard of personal conduct and lifestyle of a Pastoral leader
- High EQ (relational intelligence), and high “Church IQ” (organizational intelligence)
- “Ideal Team Player”-- Humble, hungry and smart
- High level of self-awareness
- Empathetic listener, creative thinker, constructively critical evaluator, and committed/curious learner
- Effectively gives and receives healthy feedback; strong at conflict management
- Agree to and adhere to the church’s statement of faith and leadership commitment

TERMS OF EMPLOYMENT

- 40 hours/week
- Salary range = Competitive (TBD)
- Benefits: Medical, dental, vision, vacation, paid holidays, study leave, retirement program, short and long-term disability