



CARE PASTOR ROLE DESCRIPTION

The Care Pastor recruits, leads, and manages the Funeral Coordinations and volunteers to provide loving and honoring service at all funerals and memorial services; leads and oversees the Grief Support Ministry; trains and develops pastoral care volunteers to assist with needs of CHCC congregants and the local community in the areas of visitation, grief support, and upkeep and use of the Memorial Garden; and provides pastoral care to congregants and those in our community by officiating services, and providing visitation, grief support and short-term pastoral counseling.

RESPONSIBILITIES

Recruit, Train and Empower Highly Effective Volunteer Teams

- Build a culture defined by love and unity
- Supervise, coach, and provide feedback to volunteers for increased effectiveness
- Evaluate and transition volunteers as necessary
- Cast vision regularly by sharing stories and celebrating wins
- Equip a volunteer team to provide effective pastoral care (hospital, in-care, hospice, or shut-in), support for telephone or walk-in needs, and emergency on-call support
- Train and lead Pastoral Care Section Leaders to provide effective pastoral care

Lead Funeral Coordinators to Provide Loving, Excellent Service at Funerals and Memorial Services

- Train Funeral coordinators to meet with the family to understand desires and plan administrative details, including memorial service brochures
- Establish and monitor staff performance and development goals

Officiate Services for Congregation and Community

- Coordinate with Officiant Group to meet, officiate and follow-up with families
- Officiate funeral, memorial, and inurnment services
- Co-officiate other community services, as needed

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage phone calls, email, voicemail, and communication requests in a timely, thorough manner (on behalf of the Church and School)
- Demonstrate professionalism, discretion, and a service-orientation in all interactions

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Pastoral Care Director
- Attend department and all-staff meetings

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40+