

TRINITY LUTHERAN CHURCH  
CAMP HILL, PENNSYLVANIA

Number 1.20.16  
Subject Job Description: Director of  
Congregational Care  
Effective Date 09/08/2014  
Committee Administration & Personnel

## CHURCH ORGANIZATION

### **JOB SUMMARY**

The Director of Congregational Care provides leadership and oversight of pastoral care and visitation ministries.

**REPORTS TO:** Ministry Director for Parish Life

**DIRECTLY SUPERVISES:** None

**EVALUATORS:** Ministry Director for Parish Life and Lead Pastor

**STATUS:** Part-time

**FLSA:** Hourly Exempt

### **ESSENTIAL FUNCTIONS:**

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight of pastoral care and visitation ministries.
- Provides care to members in crisis or difficulty including illness, hospitalization, bereavement, or estrangement.
- Develops appropriate congregation care and visitation program(s) with Ministry Director for Parish Life.
- Provides for opportunity for the congregation to pray for the sick and homebound.
- Provides for the coordination of care among staff and lay ministers including at-home and long-term care visitation, lay communion, and the grieving ministry.
- Supervises the Seminary Intern program as needed.
- Provides support for mutual ministry facilitators as needed.

### **OTHER RESPONSIBILITIES:**

- Conducts funerals, including advanced counseling.
- Shares in the on-call rotation among the pastoral staff.

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- Preaches, administers the sacraments and participates as liturgist at worship services as assigned by the Lead Pastor.
- Participates in the activities of the conference, synod, region, and church-wide bodies of the ELCA.
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Engages regularly in continuing education, professional development, and personal enrichment, through academic study and professional conferences.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor or Ministry Director for Parish Life.

### **MINIMUM QUALIFICATIONS:**

- M.Div. degree
- Ordained in ELCA or ecumenical partner
- Demonstrated competences in management and pastoral care.

### **PHYSICAL REQUIREMENTS:**

- Ability to communicate in public
- Ability to listen to staff, members, and community

### **CORE COMPETENCIES:**

- **Mission Ownership**  
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.

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- **Spiritual Maturity**

Consistently practices discipleship, servant leadership, and spiritual growth.

- **Biblical Knowledge:**

Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

- **Interpersonal Skills**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

- **Team Building Skills**

Promotes and guides leaders in teambuilding and problem solving. Actively works to assess ministry “health.” Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.

- **Management Skills**

Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.

- **Leadership Development:**

Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church’s mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.