Job Description for
Director of Community Care, Salem Presbyterian Church (PCA)
Full-time/non-exempt

DESCRIPTORS OF POSITION
Ministry leader with a Master’s degree in Social Work, Counseling, Divinity or equivalent, informed by a woman’s perspective, with an emphasis on emotional intelligence and mental health. Possesses cultural intelligence relating to those born after 1990. Has culture-making capacity to equip lay people to rely on each other.

- **Community Building & Congregational Care (60%)**
  - Contacts and pursues newcomers
  - Meets with congregants and visitors, particularly but not exclusively women (10-12/week)
  - Pursues college age women, particularly but not exclusively, to integrate into congregational life
  - Recruits and leads Thursday Evening Prayer Meeting
  - Attends quarterly Women’s Brunch
  - Co-Hosts Meeting Salem (Academic Year) and Salem Suppers (Summer)
  - Present at Worship 48 Sundays/year greeting before and after

- **Spiritual & Mental Health Consultation (30%)**
  - Coordinates episodic discipleship such as peacemaking, marriage, and lay counseling seminars
  - Consults officers on shepherding re: mental health issues and/or trauma
  - Cultivates relationships between Salem Pres and local mental health and wellness professionals
  - Pursues continuing education on mental and spiritual health

- **Organization & Administration (10%)**
  - Fills-out Weekly Staff Log by 3pm Friday
  - Attends Weekly Staff Prayer and Monthly Staff Meeting
  - Helps plan and attends annual church retreat