



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