

Briarwood Presbyterian Church

POSITION DESCRIPTION

POSITION TITLE: Director of Counseling Ministry	REPORTS TO: Shepherding Team Pastor	
EMPLOYEE NAME:	EMPLOYEE SIGNATURE	DATE:
DEPARTMENT: Shepherding	APPROVALS (Initials) BY: DATE:	BY: DATE:

I. POSITION SUMMARY

To lead, develop and oversee the Briarwood Counseling Ministry which would include personal and consistent pastoral counseling; overseeing an effective Lay Counseling ministry; managing staff and volunteers; working with the Counseling Committee; and serving on the Shepherding Pastors Team. Scripture is our only infallible rule of life and practice; therefore, we desire to apply a reformed view of Scripture in all our counseling engagements.

II. POSITION REQUIREMENTS

EDUCATION / EXPERIENCE - Master of Divinity Seminary degree preferred; ordained or ordainable in the PCA; experience in the practice of Biblical Counseling; certified or will be certified with ACBC; and experience in leading people and operations.

SKILLS – Counseling - equipped and effective in Biblical Counseling – which would include individual counseling, marriage counseling, pre-marriage counseling and group counseling; Lay Counseling - able to recruit, equip and facilitate lay counselors; Leading/Teaching - Organizational and management skills to lead a Counseling Ministry; effective in leadership, administration and teaching; relational, approachable, and connects well with people; Basic Administrative and Management skills – oversee staff, set goals and priorities, handle expenses and budgets, and direct volunteers; Computer literacy – basic typing and computer skills necessary to work in a windows environment.

III. POSITION MAJOR RESPONSIBILITIES

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| 1. Pastoral Counseling Ministry - Will maintain 12-20 counseling sessions each week with a load of about 20-30 cases at a time. The priority is given to the members of Briarwood and to assist the counseling needs of the Senior Pastor and other Pastoral Staff. Will serve as the Briarwood Pastor of Counseling. |
| 2. Lay Counseling Ministry – Recruit, train and mobilize Lay Counselors for the Counseling Ministry. Teach a Lay Counseling course each week for two semesters each year. Mentor Lay Counselors in order to assist them to be certified in Biblical Counseling. Meet with the team of certified lay counselors and the pre-marriage counselor team on a regular basis for encouragement and training. |
| 3. Lead the Counseling Ministry – Set the vision and direction of the Counseling Ministry as fits with the vision and mission of Briarwood Church. Supervise and encourage the counseling ministry staff, work with the Counseling Committee, and recruit & facilitate volunteers. Oversee the Counseling Ministry Budget. Stay connected to accreditation organizations and represent our counseling ministry with these organizations as needed. |
| 4. Shepherding Pastors Team – attend all Shepherding Pastor Team meetings, assist team members to shepherd the Briarwood Flock, serve as a Community Pastor, represent the Counseling Ministry on the Shepherding Team Commission. |
| 5. Church Responsibilities – Actively engaged in Church Worship Services and Church-wide gatherings. Serve on the Staff Leadership Team, attend Session Meetings, provide training as requested for other Briarwood ministries and staff, teach Sunday School as requested, serve as the Point Man when requested, and faithfully fulfill any other assignments. |