



## Director of Pastoral Care Ministries

### POSITION PURPOSE:

The primary goals of the Director of Pastoral Care Ministries position are two-fold. The first (60%) is to provide biblical counseling/partnering for complex shepherding situations. The second (30%) is to share vision and equip and train lay leaders, officers, pastors, and others involved in pastoral care ministries at Christ Covenant Church (CCC). When the goals are combined, this Director level position will facilitate the growth and development of leaders and church members that are equipped to speak Christ's gospel of grace and truth to one other. This is a full-time, 37.5 hour, 5-day-per-week position requiring primarily in-office work Monday – Friday.

This purpose flows out of Ephesians 4:15-16:

*Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.*

### POSITION SUMMARY:

1. Lead the vision for pastoral care ministries at CCC.
2. Provide leadership for existing and future pastoral care ministries.
3. Counsel at the corrective and intensive levels of the discipleship and care continuum.  
  - *Intentional*
  - *Directive*
  - *Corrective*
  - *Intensive*
4. Offer training for members that increases their core competencies for one-another care along the care continuum.
5. In conjunction with the Senior Director of Church Administration, develop protocols and policies to ensure ministry safety and protect the church.
6. Conduct training for pastors, elders, and deacons on methods for shepherding the congregation.
7. Conduct training for skilled volunteers in strategic areas of discipleship, marriage and family, divorce, grief, besetting sins, addictions, abuse, etc.
8. Promote and develop complementarian female leadership and volunteers able to teach and counsel women for the building up and protection of the body (Titus 2:3-5).
9. Establish a relationship for the pastoral care of members, with other like-minded churches; Reformed Theological Seminary; the Biblical Counseling community; trained “in-house” counselors; medical professionals; mental health professionals; law enforcement; and other ministries (i.e. shelters).
10. Communicate regularly with the Pastor of Shepherding and Discipleship to ensure effective coordination and decision-making.
11. Collaborate with other Pastoral staff on matters of shepherding and pastoral care.

**PERSONAL COMMITMENTS:**

1. Demonstrated passion to see the church of Jesus Christ be taught the whole counsel of God and to grow in the grace and knowledge of our Lord and Savior, Jesus Christ.
2. Spiritual growth and development through daily time spent in God's Word and prayer.
3. Committed to reformed theology and the standards of confession within the Presbyterian Church in America and able to meet the spiritual and character qualifications of a Ruling Elder in the Presbyterian Church in America (PCA).
4. Committed to joining and actively participating in Christ Covenant Church.
5. Committed to reliance on biblical foundations and understanding in counseling.
6. Acts with sensitivity and compassion toward others; actions built on prayer and the Word.
7. Maintains personal relationships for biblical accountability.

**REPORTING RELATIONSHIP:**

1. Reports to the Pastor of Shepherding & Discipleship for direction, development, and review.
2. Accountable to the Shepherding Committee for reporting metrics, updates, and program direction for counseling ministry programs including Set-Free, Grief Share, and Divorce Care.

**REQUIRED SKILLS & ABILITIES:**

1. Experience and demonstrated competency in biblical counseling in the areas of discipleship, marriage and family, divorce, grief, besetting sins, addictions, abuse, etc.
2. Capable of providing a full range of discipleship and pastoral care to the church community and pastors on staff.
3. Ability to train and equip disciples to identify, implement, and improve upon their spiritual gifts and to care for members of CCC and the community.
4. Able to lead and teach in large and small groups.
5. Willingness and ability to be a team player within leadership and the broader CCC body.
6. Skilled communicator to pastors, leadership and members regarding the pastoral care ministries of the church.

**PHYSICAL ABILITIES:**

1. Position involves light to medium walking, standing, stooping, carrying, and lifting of lightweight materials (under 25 pounds).
2. Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard; and hand-eye coordination.
3. Requires speaking and hearing ability sufficient to hear over phone, speak publicly, and carry-on routine conversations.

**SUPPORTING EXPERIENCE:**

1. Demonstrated experience in pastoral counseling.
2. Demonstrated experience in shepherding.
3. Significant life experiences in similar/relevant roles.
4. Demonstrated ability to quickly relate to and connect with people.
5. Strong relational skills with an ability to build and maintain deep and lasting relationships.
6. Demonstrated leadership skills managing multiple projects and people.
7. Ability to train disciples by identifying, deploying, and developing their spiritual gifts.
8. Experience in leadership development is a plus.
9. Strong grasp of the Bible and theology and ability to teach, impart, and apply it personally and to exhort application in others.

10. Ability to equip believers to grow in their knowledge, love for, and enjoyment of God; love for others; and effectiveness in ministry.
11. Demonstrated ability to recruit, train, develop and build teams, as well as being a team player.

**EDUCATION & TRAINING:**

1. Masters of Arts in Christian Counseling, or comparable degree, required.
2. Prior counseling experience necessary; church counseling experience preferred.

**BASIC ROLES/EXPECTATIONS:**

**Provide Pastoral Counseling – 60%**

1. Participate in counseling sessions for particularly complicated and intense situations.
2. Provide consultation, perspective, and resources to pastors and elders to help them fulfill their shepherding responsibilities.

**Develop and Maintain Pastoral Care Ministries – 30%**

1. Develop guidelines, policies, and infrastructure for counseling and personal ministry of the Word at CCC.
2. Develop and grow lay counseling competencies among elders, deacons, Shepherdesses, small group leaders, and other interested and gifted individuals.
3. Collaborate with Discipleship ministry leaders to develop a capability of one-another soul care built on practical Biblical life principles.
4. Provide ongoing oversight to the counseling ministries of CCC (Set-Free, Grief Care, Divorce Care, Shepherdesses, etc.) and counseling casework.
5. Foster working relationships with a qualified network of external resources, agencies, and medical practitioners.
6. Assess pastoral care ministries through ongoing observation and feedback. Implement appropriate suggestions for enhancement from stakeholders including pastors, staff, volunteers, and program attendees.

**General and Pastoral Staff Duties – 10%**

1. Coach, mentor, and partner with the pastoral staff to support the purpose and vision of CCC through assigned ministry tasks.
2. Attend weekly and quarterly meetings related to leadership, staff prayer, and session business.
3. Attend staff meetings, lunches, and retreats for the pastors, and contribute effectively to building this team.
4. Advocate with senior staff for the needs of assigned ministries related to planning, budgeting, and resource allocations.
5. Work with pastoral staff to plan, implement, direct, and oversee church-wide goals.
6. Serve as a resource to other staff, directors, and ministries.
7. Additional responsibilities:
  - a. Available for special projects as determined by the Senior Pastor and/or Pastor of Shepherding & Discipleship.
  - b. Presbytery responsibilities as assigned.

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Email Contact: [humanresources@christcovenant.org](mailto:humanresources@christcovenant.org)