

PCPC Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Title: Coordinator for Congregational Care

Department: Marriage & Member Care

Name: OPEN

Job Family: Coordinator

Date: March 9, 2026

Supervisor: Pastor of Congregational Care

This is a regular full-time non-exempt hourly position based on 40 hours a week and is eligible for overtime and benefits. Hybrid work schedule is a possibility. PCPC membership is required.

Purpose of Job

Serve as the primary contact for the Congregational Care Ministry, supporting the Assistant Pastor of Congregational Care, managing the budget, and coordinating assistance to the team.

Key Job Responsibilities

- **POC, WORD & TABLE, 8AM COMMUNION** - Assist in scheduling, administration, and details with Pastor on Call, Wednesday Word & Table, and our 8:00 a.m. Sunday worship service
- **GRIEF SUPPORT GROUPS** - Provide support for preparation of materials and communication with the bereaved through our support groups
- **MEMORIAL SERVICE COORDINATOR** - Provide support and leadership for the officiating pastor, Guest Services Team, and church wide ministries on the day of a memorial service
- **ANNUAL CARE MINI-CONFERENCE** - Organize and administrate with excellence and attention to detail the Congregational Care annual Care Mini-Conference
- **STEPHEN MINISTRY** - Provide administrative support for Stephen Ministry recruiting, scheduling, training, supervision required to deliver the best of caregiving to care receivers
- **60+ COMMUNITY and MARRIAGE MINISTRY** – Train and serve as back-up to ministry team coordinators to provide administrative support to the 60+ Community and Marriage Ministry when needed.

Education and Experience Required

College degree preferred. Three to five years of administration and coordination experience including projects and events preferred. Proficiency in Microsoft Office 365 required; experience in Ministry Platform database preferred. Willingness and ability to learn new software and other digital tools required.

Competencies and Skills

- Must possess a servant's heart with a warm personality and demeanor
- Must communicate effectively with kindness, patience, and empathy
- Must exercise discernment and always maintain utmost confidentiality
- Must be a team player and work well with leadership, members, staff, and volunteers
- Must be able to direct, organize, coordinate, and manage resources for activities, processes, projects and/or events; keep pastor/supervisor well informed
- Must possess excellent organizational skills
- Demonstrate initiative as a self-starter; help plan and guide projects/events to completion with pastor's oversight
- Able to prioritize tasks effectively and follow through to meet deadlines and ministry goals
- Able to assess situations and make wise decisions; recognize problems and challenges and elevate to the Pastor of Congregational Care when needed