

CARE PASTOR | ADULT MINISTRIES

GENERAL DESCRIPTION

The Director oversees the church's Care Teams, including Hospital Visitation, Funeral Support, Weekend Prayer, and is responsible for creating an entire prayer structure for Rock Point Church. This position participates in decision-making, leadership, and strategy for the Care Teams. Their leadership will help align the church's mission and guiding principles and bring a unity of purpose and direction throughout our Adult Ministries.

Classification: Exempt; Salary // **Status:** Full Time // **Team:** Adult Ministries // **Supervisor:** Mark Collins, Executive Director of Adults

WORK SCHEDULE

- Flexible to include time at church office and at Weekend Worship services

ESSENTIAL DUTIES & RESPONSIBILITIES

LEADERSHIP

- Personally oversee and respond to the pastoral care calls that are received by the church;
- Identify, recruit and train necessary volunteers/leaders in how to effectively respond and support people in crisis.
- Recruit, manage, invest in, support and develop care teams, to include Hospital Visitation, Funeral Support, and Weekend Prayer teams.
- Build consensus, symmetry, and integration throughout these teams.
- Serve as primary contact for coordinating funerals.

STRATEGY

- Plan and execute at least 2 prayer events per year.
- Make timely decisions that reflect the Mission and Guiding Principles of Rock Point.
- Design clear courses of action and implement steps with measurable goals.

ADMINISTRATION

- Implement systems, processes and supporting organizational structures that allow the church to be effective in reaching its mission.
- Process information and communications in a way that reflects the strategies of Adult Ministries.
- Oversee the Benevolence process and respond to Benevolence requests.
- Manage and steward the Care Ministry budget.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Three to five years ministry-related experience.
- Working knowledge of computers and proficiency in software programs including Microsoft Office and the use of the Internet.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Ministry-related undergraduate degree
- Seminary Degree
- Ability to communicate in small and large group settings

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 10 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.