

Position: PASTORAL CARE COORDINATOR

Collaborates with: Ministers, Stephen Ministers, Care Team (including “Messengers”), members of the congregation; serves as staff advisor to the Board of Pastoral Care; works with office staff for weekly communications.

Employment status: part-time, up to 25 hours per week.

Reports to: Minister of Pastoral Care.

POSITION OBJECTIVE

This position will coordinate efforts to support, contact, reach out to, and comfort members on the Christian journey, with focus on those who are under more than normal burdens, trials, or temptations. This position will nurture an environment where natural acts of friendship and kindness emerge in our caring Christian community.

Organizational responsibilities:

- Serve as initial contact point between callers and those willing to be called upon.
 - Receive (and seek) referrals from ministers, program staff and members of the congregation.
 - Establish contact with any person or family in our church facing special needs or issues. Determine needs, including personal visits.
 - Work with the Stephen Ministry and Care Team leaders to determine plans of care.
 - Seek regular involvement of a minister when appropriate.
- Serve as the staff advisor to the Board of Pastoral Care.
- Utilize and maintain a church data base of active Stephen Ministers, Care Team members, volunteers and care receivers.
 - Track contacts and relevant status.
- Communication:
 - Collect and communicate the prayer needs every week via the prayer chain and the C10’s Joys and Concerns.

- With the board’s communications committee, create the Pastoral Care section of the monthly newsletter.
- Consolidate the list of deaths for Memorial Sunday in January.
- Serve as consultant to the church’s Agape Coordinator and Funeral Coordinator.
- Promote the role of this lay ministry with our congregation.

Resource responsibilities:

- Utilize a church data base of relevant pastoral need contacts, resources and materials.
- Oversee home health care equipment loaned to congregation members.
- Work with Stephen Ministry leaders to manage the resources for national training, in-house training of new Stephen Ministers, and collaboration with Tri-Faith partners for training and/or curriculum changes.
- Manage budget and resources for Pastoral Care.

COMPETENCIES and CHARACTERISTICS REQUIRED

Character	<p>A prayerful, insightful, sensitive, caring person</p> <p>A person who understands and believes in the value of genuine relationships and friendships between our members</p>
Sensitivity	<p>Demonstrate sensitivity to mobilizing lay ministers rather than professional staff wherever possible</p> <p>Demonstrate strength in protecting schedules of pastors tempered with sensitivity in how referrals and relationships with lay ministers are fostered</p> <p>Possess spiritual and psychological sensitivity to the needs of members, helping to shape a positive view about care from lay ministers</p>
Problem solving	<p>Ability to break broad goals into discrete tasks</p> <p>Possess proactive approach to the arena</p>

<p>Organizational and planning skills</p>	<p>Ability to employ technology to communicate and organize (e.g., email and data base development)</p> <p>Ability to connect lay ministers and members needing attention due to personal crisis, isolation of age, impairment or health crises</p> <p>Ability to work with leaders of Stephen Ministry and the Care Team, aware of the expertise of both groups and sensitive to their gifts of time and service</p> <p>Ability to help shape the direction of this program</p>
<p>Communication skills</p>	<p>Ability to communicate warmly and concisely</p> <p>Ability to listen and respond effectively</p> <p>Ability to make volunteers feel appreciated and valued</p> <p>Proactive in communicating with all players</p>
<p>Self-management</p>	<p>Ability to visualize this program without day to day supervision</p>
<p>Education or Training</p>	<p>Participate in Stephen Ministry training in order to understand their scope and expertise</p> <p>Training in some “contact management” system used in other organizations will be helpful (e.g., customer tracking systems, social work systems or community health care systems offer parallels to our needs)</p>
<p>Education or Training</p>	<p>Participate in Stephen Ministry training in order to understand their scope and expertise</p> <p>Training in some “contact management” system used in other organizations will be helpful (e.g., customer tracking systems, social work systems or community health care systems offering parallels to our needs)</p>

Applications

Applications should consist of the following:

1. Letter of application
2. Resume
3. List of three references with current phone numbers

Send all materials to:

Pastoral Care Coordinator Search

Countryside Community Church

C/O Dan Loven-Crum

13130 Faith Plaza

Omaha NE, 68144

danl@countrysideucc.org

Screening of candidates will begin immediately and the search will remain open until the position is filled.

About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of the oldest denominations in America, which still remains strong in the New England states. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

In the spring of 2019, the congregation relocated to the Tri-Faith Commons at 132nd and Pacific as the Christian partner of the Tri-Faith Initiative. See www.trifaith.org for more information on the Tri-Faith Initiative.

What we believe: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace, equality and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with

applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.