

## **Job Description for Clergy and Senior Staff: Clergy Associate Pastor for Congregational Care**

The goal of this position is to cultivate an atmosphere of loving care and spiritual growth among the congregation of Bryn Mawr Presbyterian Church by guiding efforts to support members of all ages in need of care through hospital and home visitation, grief and crisis counseling, and engaging in community building and spiritual development programs by teaching, staffing the Senior Adult Council and Connections Groups. By collaborating with BMPC's Pastors, Deacons, Care Team, Middleton Center and church members, this position helps us affirm that those who feel engaged in the life of the church and comforted by their faith are more likely to respond with deepened commitment as disciples of Jesus Christ.

The goal will be accomplished through general Pastoral Care ministry by:

- Coordinating opportunities for all BMPC clergy to be informed of pastoral care needs, share On Call responsibilities, and engage in visitation and memorial services.
- Overseeing the work of the Parish Nurse and Social Worker in their support of members of the church through visitation, referral to community services, and educational programs.
- Serving as primary clergy for older adult visitation, bereavement and follow-up care and records, including the Chapel Memorial Garden records.
- Working to be sure pastoral care activities are coordinated with and supportive of all ministry areas, activities and events throughout the church.

The goal will be accomplished through Educational, Spiritual and Multigenerational ministry by:

- Pastoral support for Connections Groups ministry of weekly community building, educational and supportive small groups.
- Sharing in the educational programs by teaching and leading classes and discussion groups as needed.
- Sharing leadership of Prayer Partner Ministry with pastors working with children and youth.

The goal will be accomplished through Senior Adult ministry by:

- Serving as the pastoral support to the Senior Adult Council and its committees.
- Providing community-building, mission, spiritual enrichment, and educational programs that enrich the lives of senior adults and give them opportunities for service.
- Working to be sure senior adult activities are coordinated with and supportive of all ministries, programs, activities and events throughout the church.
- Serve as the pastoral liaison to Surrey Services, a senior citizens center on the church campus.

The goal will be accomplished through the work of the Deacons by:

- Serving as the pastoral support to the Board of Deacons and its committees, including Congregational Care, Member Care and Home Communion.
- Working with Care Team to organize weekly Deacon visitation with sanctuary flower deliveries following worship and seasonal visitation during Advent and Easter.

The goal will be accomplished through the Middleton Center by:

- Serving as the pastoral support to The Middleton Center Council.
- Overseeing the work of the Director of the Middleton Center to coordinate programs of spiritual enrichment, healing and wholeness.
- Leading congregation-wide and community programming for spiritual growth.
- Developing and maintaining collaborative relationships with community support groups and other religious institutions as partners in care.

## **RELATIONSHIPS, AUTHORITY AND ACCOUNTABILITY**

As all BMPC Associate Pastors, the Associate Pastor for Congregational Care is expected to: fully participate in worship leadership for all services on a rotating basis; provide regular pastoral care and counseling through hospital and home visitation on a rotating basis; officiate at weddings, baptisms and funerals on a rotating basis.

The Associate Pastor for Congregational Care reports to the Pastor/Head of Staff and is accountable to the Pastor/Head of Staff and the BMPC Session through the Personnel Committee.

The Associate Pastor for Congregational Care will supervise the work of the Care Manager, Parish Nurse, Middleton Center Director and the Administrative Coordinator to Senior Adults and Pastoral Care, and such future, related positions as may be needed.

The Associate Pastor for Congregational Care must:

- Be knowledgeable about and experienced in the following types of related disciplines: social work, pastoral counseling, gerontology, hospital or hospice chaplaincy.
- Work closely with the Head of Staff and Associate Pastors to support their roles in pastoral care;
- Work with and encourage the caring ministry of volunteers;
- Provide congregational care to all age demographics from children and teens to older adults;
- Be an excellent communicator with outstanding writing and verbal skills;
- Be a collaborative team member, with a strong work ethic;
- Be comfortable with discussing end-of-life issues and ministering with the entire family on such occasions.