



POSITION PROFILE: DIRECTOR OF CONGREGATIONAL CARE

The Director of Congregational Care will serve Grace Community Church in the implementation of the vision and strategy for congregational care developed and approved by the Elders, ensuring that all aspects of these ministries are provided for and carried out in keeping with the Guiding Principles of the church.

The Director is to oversee this ministry, equip church members for service, and is responsible for ensuring that all aspects of this ministry are provided for and carried out in keeping with the vision of the church and with excellence.

Personal Qualities Needed

- Evidence of conversion and spiritual growth, Christlike character, a healthy practice of spiritual disciplines, and genuine love for God and others
- A healthy family life and relational patterns
- A history of active church membership, involvement, and servant leadership
- Biblical and evangelical theology, with a clear understanding of, and ability to communicate, the Gospel of Jesus Christ
- Personal organization and self-management
- A healthy church member of Grace Community Church

Skills Needed

- Verbal and written communication skills for individual and group training, vision casting, ministry implementation, and spiritual encouragement for others
- Able to disciple, minister to, and pray with those needing care and support
- Relational skills to engage and encourage people
- Administration, organizational and management skills for ministry oversight
- Motivational skills to inspire others to serve with vision, energy, and excellence
- Ability to oversee and train members for congregational care
- Team skills to work with the church leadership, staff, and ministry team volunteers

Responsibilities

- Implement the vision and strategy for congregational care, as set by the Pastor and elders
- Organize and manage the congregational care ministry. Some areas of focus include:
 - ◆ Bereavement care
 - ◆ Care cards and plans
 - ◆ Caregiver encouragement
 - ◆ Coordination of hospital and home visits
 - ◆ Homebound member care
 - ◆ Special needs & accessibility
 - ◆ Staff and elder care
 - ◆ Prayer teams
- Mobilize and train volunteers and leaders for ministry.
- Serve the church by giving leadership and assistance to special projects as needed.
- Serve the church staff by assisting in areas of need.
- Serve under the supervision of the Pastor and the Director of Staff & Ministries, and under the accountability of the elders.
- All other duties as assigned.

Approach to Ministry at Grace Community Church

- Lead people as their servant, seeking their spiritual growth and fruitfulness
- Labor from a genuine love for God, people, and the church
- Pursue excellence in ministry and all work performed
- Serve as a team player with the church leadership and staff
- Lead and work in keeping with the vision and Guiding Principles of the church
- Seek to help in areas of church life beyond the scope of the position
- Be a healthy church member of Grace Community Church
- Affirm the church's adopted doctrinal statements and missions and educational causes