

Position Description

Heritage Park Alliance Church

January 2024

Title: **Coordinator of Congregational Care**

Reports to: Pastor of Church Ministries

Classification: Part Time: up to 20 hours per week.

Primary Purpose: The Coordinator of Congregational Care is to provide one on one pastoral care to the congregation.

Responsibilities:

1. Develop, train and co-ordinate a team of volunteers to provide pastoral care to Heritage Park congregants who are experiencing difficult life events.
Examples of this are to:
 - Visit, advise and pray with congregants who are sick or shut in
 - Proactively reach out to Heritage Park seniors to assess and help them access needed supports
 - Provide pastoral care for those experiencing terminal illness, divorce or bereavement.
2. Serve as the staff liaison for HPAC congregant-led care ministries such as:
 - Outreach ministries to local nursing homes and retirement homes.
 - The HPAC single seniors group
 - The Grief Share program
3. Consult regularly with church leadership and refer situations requiring pastor/elder follow-up.
4. Advise and support bereaved families:
 - Assist with making funeral arrangements
 - Provide follow-up support after the loss of a loved one
 - Serve as staff liaison for the Grief Share program.
5. Co-ordinate Heritage Park prayer ministries, which includes:
 - Maintain and distribute a weekly prayer list
 - Staff and schedule the Sunday morning in-service prayer team.

- Advise the weekly prayer priorities to those delivering the Sunday morning pastoral prayer.
6. Oversee and serve as the staff liaison for the Heritage Hot Meals program.

Qualifications:

1. Empathy and genuine concern for the well-being of others.
2. Experience navigating the Canadian health care system.
3. Willingness to embrace a flexible schedule that can accommodate non-standard work hours, emergency responses and phone calls and texts any day of the week.
4. A willingness to network within the Heritage Park congregation both to become aware of instances where care is needed and to recruit volunteers willing to assist with the care ministry.
5. Ability to prioritize multiple demands and to defer or delegate those which cannot be reasonably accommodated.

All church employees are required to:

1. Be members of Heritage Park Alliance Church, or working toward membership.
2. Abide by policies set out in the Heritage Park Alliance Church Employee Handbook.
3. Complete all test and police clearance requirements of Abuse Prevention policy.