



CHURCH OF THE RESURRECTION

Inviting everyone into a
transforming relationship
with Jesus and His church

Job Description Pastoral Care Assistant

Date: 11/20/2024

Supervisor: Meghan Robins

Staff Teams: Administrative

Status: Part-time/ 5 hrs per week

Role: *Assist the Pastoral Care Pastor by performing weekly administrative tasks.*

SKILLS

- Develop and maintain Pastoral Care systems
- Resource staff
- Communicate pastorally
- Organized
- Administrative
- Excellent Communication skills (both verbal & written)

JOB DUTIES

I) Administer Prayer Ministry

1. Coordinate Sunday Morning prayer ministers
 - a. Schedule Sunday morning prayer ministers
 - b. Communicate with prayer ministers throughout the week as needs arise
 - c. Send seasonal availability requests
2. Schedule Prayers of the People
 - a. Schedule PoP leaders through CCB
 - b. Communicate changes in scheduling as needed
3. Maintain prayer ministry supplies
(Keep stock of mints, tissues, oil, and water)

- II. Administrate premarital counseling process
 - 1. Send scheduling emails to couples who apply to go through the process
 - 2. Compile binder with personalized report for engaged couple and mentor couple
 - 3. Keep tabs on timing of couples' process
 - 4. Send emails to premarital mentors as needed

- III. Administrate Counseling and Financial Aid process
 - 1. Send out financial agreements to parishioners and track their return
 - 2. Process and file counseling bills
 - 3. Track giving in spreadsheet
 - 4. Pick up gift cards as necessary

- IV. Help with funeral arrangements as needed
 - 1. Coordinate funeral receptions with volunteers
 - 2. Attend funeral day-of as coordinator
 - 3. Send bulletin info to paid bulletin designer and track process and printing

- V. Manage Pastoral Care pastor's calendar
 - 1. Schedule appointments with parishioners based on PCP's calendar as requested
 - 2. Communicate with parishioners as needed
 - 3. Maintain confidentiality

- VI. Help facilitate events
 - 1. Enter ministry events and their needs into CCB
 - 2. Help with event setup and teardown
 - 3. Coordinate any food needs

- VII. Other Duties as Assigned

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Receive undergraduate degree level of education.
- Must be able to sit in a stationary position for 50% of the time
- Occasional kneeling and bending to re-stock supplies.

- Occasional reaching to gain access to supplies.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
- Identify material from a computer with a 13in screen.

This job description is subject to change at any time.