



Our Mission:

We strive to embody the hope and love of Jesus for all through service, worship, and companionship.

Position: Director of Congregational Care (Full Time)

2024 Staff Member:

Reports to: Senior Pastor(s), (Worship and Leadership)

General Description

The Director of Congregational Care will work to ensure that those of all ages within the congregation experience care and pastoral support. This individual will develop and coordinate a program of visitation to those in the hospital, homebound, retirement communities, and nursing care facilities; serve as the HPCUMC Funeral Coordinator, working with the pastors in caring for the family's grief, and facilitating funeral/memorial services; will offer opportunities of fellowship, learning, and spiritual enrichment to the senior adults of HPCUMC (SAM); and will work with the Connecting and Discipleship team in building a culture that strengthens and values intergenerational relationships and faith formation.

Staff Commitments

Commitment to Christian faith

Commitment to the mission of Hyde Park Community United Methodist Church

Commitment to team ministry

Commitment to excellence in all areas of responsibility

Responsibilities

Congregational Care

- Develop and implement a new congregational care plan for visitation of members of HPCUMC, particularly for those who are either homebound and/or in nursing care facilities, and to those in the hospital and/or hospice. This includes but is not limited to, pre-surgery and post-surgery visits of all HPCUMC members and regular attendees and asking Pastors to call on individuals as needed, and securing coverage for duties while on vacation.
- Recruit, train, and nurture members of a lay care team as part of a new congregational care plan.
- Develop holistic ministries that care for persons of all ages experiencing short-term and long-term grief and loss.
- Provide resources to share with persons of all ages in times of crisis (i.e. external mental health resources, spiritual care resources, referrals, educational seminars, etc.).
- Organize regular communion for homebound and in retirement and care centers; and report number of attendees to the Membership Coordinator.
- Serve as a member of the Discipleship Team to plan, communicate, and coordinate opportunities for care of all ages. Contribute to and edit HPCUMC's Safe Sanctuaries Policies in regards to visitation and congregational care.
- Participate in the worship planning retreat to bring a congregational care perspective.
- Be involved in worship leadership once per month as liturgist, communion server, or preacher (3x a year). In addition to leading, attend each worship service 1X per month.
- Be available to check in with people on Sunday morning during fellowship time.

Funeral Coordinator

- Coordinate funerals/memorial services with the families, funeral director(s), pastors, church staff, and church calendar. This includes setting up meetings, receptions, recruiting hospitality greeters, referring families to florists and other vendors as needed, securing the HPCUMC tech staff for services as needed, and coordinating the bulletin with all parties involved. At times, this may include initial grief counseling. Furthermore, the Funeral Coordinator will occasionally need to make contact with families and pastor(s) on Sundays.
- Administrative liaison to manage the Hyde Park Community Columbarium. This includes facilitating family needs as they relate to the inurnment of the deceased. Oversight of the HPCUMC Columbarium niche and Memorial Wall sales and records, and working with TDG (maintenance service) in relation to the inurnment process.

Senior Adult Ministries Coordinator

- First Friday Fellowship (FFF)—Bring leadership to FFF Leadership Board, facilitating the planning of monthly programs and meals.
- Thursday Edition—Plan, organize, and implement a monthly program or field trip for senior adults that builds faith and community.
- Publicity—Post news articles and upcoming events in various venues, including social media, in consultation with the Communications team.
- Maintain list of Senior Adult members of HPCUMC.
- Create and send the Senior Adult Ministry newsletter monthly.
- Welcome new Senior Adult members to HPCUMC and help them connect to the SAM community.
- Coordinate other opportunities for Senior Adults to grow in faith and participate in the life of the church and community.
- Participate as an active member of the Discipleship Team and Program Staff to ensure faith development from cradle to grave and to build intergenerational relationships.
- Participate as an active member of the strategic planning process.
- Contribute to and edit HPCUMC's Safe Sanctuaries Policy in regards to Senior Adults.

Qualifications and Skills

- Bachelor's degree. Master's Degree in related field preferred.
- Experience in creating and successfully implementing broad care plans for others in times of grief, loss, or crisis.
- Ability to relate to senior adults.
- Ability to relate to a variety of age and interest groups within the church.
- Ability to relate well with staff, church members, and volunteers.
- Ability to exhibit compassion and empathy.
- Gift of administration, organization, and efficiency including documentation and creating and following care plans.
- Ability to learn, and utilize the online church software system.

Accountability

The Congregational Care, Funeral Coordinator and Senior Adult Ministries will:

- Be a committed part of the Discipleship and Program Team and Report to the Senior Pastors as noted in the Organization Chart.
- Work in alignment to the mission of HPC & The United Methodist Church as outlined in the Strategic Plan, Inclusivity Statement, and Employee Handbook.
- Demonstrate commitment to team ministry including trust, engagement, commitment to plan of action, accountability, achievement of collective goals/results.
- Demonstrate commitment to excellence in all areas of responsibility.