

Position: Pastoral Care Associate (Part-Time)
Trinity Presbyterian Church, Harrisonburg, VA

Mission

Work with church staff and volunteers to coordinate the church's ministry of member care and visitation.

Background

Due to the Coronavirus, the nature of visitation has changed drastically, though the needs for pastoral care remain, and in fact have increased, given few opportunities for the body to gather together. While we don't anticipate a return to the "normal" we have had, over the course of an Interim period the position description below was created, which we hope accurately describes what is needed for this position at this time. In order to remain nimble moving forward, the initial contract length will be three months, as described below. Understanding that we are living into a new reality, we want to be intentional in shaping this position and finding the right fit, and giving some opportunity to live into those questions.

Responsibilities

- A. Coordinate the care and visitation needs of the congregation by:
1. Coordinating with the Pastoral Care team, Reaching Out House Church, and other volunteers to make sure all members of the Trinity community have at least one designated person checking in as long as we are worshiping remotely.
 2. Communicating with those individuals to keep apprised of any concerns or needs that arise, and helping to make connections to respond practically and pastorally.
 3. Communicating regularly with the Pastor regarding joys and concerns and areas needing additional focus or Pastoral attention.
 4. Staying informed of current and ongoing needs for pastoral care among the members and others affiliated with Trinity.
 5. Working with the Pastor and Church Administrator to insure prayer requests - joys and concerns - are shared appropriately with the congregation.
 6. Coordinate with the Chair of the Pastoral Care team for team meetings as needed

B. Lead in the visitation ministry:

1. Emergency visitation: During times of medical crisis or hospitalization and/or medical procedures and surgeries, reach out by phone, text, or email to the member and loved ones, and as appropriate and in accordance with facility restrictions, plan for visits and other support. Follow up as needed.
2. Non-emergency visitation: Participate in the web of connection described above through phone calls, texts, or emails, and in person if such visits can be done in strict adherence to best practices and guidelines from the CDC.
3. Provide pastoral care coverage backup at times when the Pastor is out of the office or out of town (vacation, continuing education, church-related travel)

C. Explore additional avenues for member care and other church leadership:

1. Assisting in coordinating response to practical needs such as transportation or necessary errands/assistance, connecting with volunteers to assist with connecting members with the technology used for worship and other church events.
2. Participating in Zoom fellowship after worship and as scheduled at other times.
3. Connecting with House Churches and Marks Groups, helping them navigate through the shifting realities of ministry, logistically and pastorally.
4. Create spaces and opportunities for connection in person, as possible, and virtually.
5. Participating in (planning, facilitating) church events as appropriate and in coordination with the pastor.
6. Maintaining connection with the Session and keeping up to date with all church communications. Participate in/facilitate the communication ministry in coordination with the Pastor and Church Administrator.
7. Participating occasionally in worship leadership as appropriate and in coordination with the pastor.

D. Offer leadership in the midst of transition and changing circumstances:

1. Exploring and seeking out creative ways to offer pastoral care in person, safely distanced and in accordance with restrictions due to the Coronavirus, as well as through other means - online, telephone, and through the mail.
2. Participating in and leading conversations around congregational care, ministry, and return to the church house.

Additional Considerations

Given current circumstances, the initial contract term will be 3 months. At that time, the contract may be revised, renewed, or concluded, in conversation with the Pastor and Personnel Team.

Requirements

The Pastoral Care Associate must have gifts for pastoral care and visitation and strong leadership skills. This individual must be willing and able to navigate various computer platforms, including Facebook, Zoom, email, Google Docs and Sheets, and new systems and platforms as needed. The ideal candidate will be self-directed, able to work both independently and collaboratively.

The Pastoral Care Associate must be an individual who is able to develop relationships within the congregation and to learn how to navigate the channels of congregational care and outreach. This individual must be comfortable engaging in in-person visits and church events, following the guidelines established by CDC and each care or living facility.

Ordination as a Minister of Word and Sacrament in the Presbyterian Church (USA) or another Reformed denomination is preferred. Absent that, candidates with relevant coursework and/or experience in a caregiving field will be considered. A reliable mode of transportation, and facility with both phone and email communication is also necessary.

Hours and Compensation

This position will require an average of 20-25 hours per week, to be tracked by the Pastoral Care Associate. At the end of the three month contract, hours will be reviewed and may be revised as needed. This will be salaried at a total of \$2500 per month. If additional benefits, such as health care, are available and selected, salary will be adjusted accordingly. Mileage will be reimbursed at the current IRS Rate. During the initial three month contract, up to one week of paid vacation will be offered, scheduled in coordination with the Pastor.

The Pastoral Care Associate will be accountable to the Pastor and the Session via the Personnel and Pastoral Care teams.

To apply, please send a resume and letter of interest to:
church@trinitypresbyterianharrisonburg.org