

Pastoral Care Coordinator Job Description
Middletown United Methodist, Middletown, Maryland

General Description:

The Coordinator of Pastoral Care is responsible for all aspects of ensuring the care and connection of the congregation from first-time visitors through full involvement and participation in the broader Christian community. This includes the development and leadership of a pastoral care function, newcomer assimilation, overseeing of all communication with the congregation, and weekend service guest services.

Essential Job Functions:

1. Lead a team in the development of infrastructure to ensure the existence of a solid “care environment” for all church attendees.
2. Partner with our lay leaders who serve on the congregational care team and the clergy of the congregation to address immediate and long term needs of congregants.
3. Establish and maintain a pastoral staff rotation (weddings, funerals, hospitalizations, baptism services, etc.) ensuring a pastor is available to the congregation when needed.
4. Create, maintain, and distribute to the team as appropriate a “pastoral care report” outlining, case-by-case, each pastoral care situation in the church (births, divorce, marital infidelity, job loss, financial crisis, deaths, etc.).
5. Function as a member of the pastoral staff performing baptism services, weddings, funerals, hospital visits, etc. as part of a rotation schedule.
6. Assist in the development of an annual departmental budget and manage spending to budget.
7. Perform other duties as assigned that support the congregational care of the congregation.

Preferred Skills:

1. Excellent word processing (Word, Wordperfect) knowledge
2. Outstanding organizational and time management skills
3. Familiarity with Google Workspace and Planning Center (preferred)
4. Professional level verbal and written communications skills.
5. Strong interpersonal skills

Minimum Qualifications:

1. Bachelor’s degree (in a care ministry-related field preferable)
2. Experience working on/with congregational care teams

Expected Hours: 10-12 hours per week

Annual Salary: \$10,000 plus mileage reimbursement

Interested individuals should email office@mtownumc.org with a resume.

