

**Congregational Care Pastor  
Salem Covenant Church  
Job Description**

**Reports to:** Executive Pastor  
**Status:** Part-Time  
**FLSA:** Non-Exempt

**Position Summary:** The Congregational Care Pastor will participate in the visitation ministry of the church in collaboration with the pastoral staff. Working in partnership with the Congregational Care Ministry Team will establish long range goals and implement ministry plans to provide for congregational care.

**Essential Functions:**

- Establish goals and a regular schedule for visiting those who are “shut-in” and those who are hospitalized.
- Make contacts with regular attenders, as possible.
- Be available and visible in the narthex between and after services and assist in worship services as requested.
- In partnership with the Senior Pastor, lead and assist in funerals and memorial services.
- Oversee the Caring Friends Ministry
- With the Congregational Care Ministry Team provide oversight to ministries such as: Flu Shot Clinic, Blood pressure checks and Foot Care Clinic.

**Other Responsibilities:**

- Support Salem’s mission, ministries, policies, and procedures.
- Represent Christ’s love and care in contacts and relationships with church members, co-workers, visitors, and the community beyond Salem.
- Pursue continuing education (e.g. reading, classes, workshops, conferences, etc.).
- Participate in conference and denominational events as appropriate.
- Assist in care and counseling.
- Serve in leading worship and other pastoral duties as requested.
- Function collaboratively with staff and ministry teams.

**Minimum Qualifications:**

- Deep commitment to Christ and the ministry of the church.
- Awareness and appreciation of Covenant theology and worship.
- Effective communicator with strong verbal and writing skills.
- Covenant pastoral license.

### **Core Competencies:**

- **Spiritual and emotional maturity:** Loves Christ, the Church, and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, at church, and beyond.
- **Humble:** Exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the church as a whole succeed in fulfilling God's call.
- **Hungry:** Continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, inviting and integrating feedback, graciously accepting direction from supervisors, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others to pursue Salem's vision.
- **Smart:** Emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.
- **Spiritual Formation:** Demonstrates an understanding of spiritual formation as a journey; invites others to reflect and take next steps on their spiritual journey; able to communicate in a clear, articulate, and engaging manner; creates teaching and small group environments that promote spiritual formation; able to discuss and interpret biblical truth, applying scripture to life situations; designs effective lesson plans and facilitates learning experiences in both small and large group settings.
- **Pastoral Care/Counseling:** Demonstrates the ministry of presence; creates a spirit of openness that invites people to share their stories; demonstrates appropriate pastoral care boundaries; recognizes his/her own limitations as a care provider; respects confidences; refers individuals to other care professionals as needed.