

Job Position
Congregational Care Coordinator

Job Details/Location: Trinity United Methodist Church, Sequim, WA

Position Type: Part Time, 15-20 hours/week, competitive salary commensurate with experience

Position Summary

Trinity United Methodist Church (TUMC) is seeking an energetic, collaborative, and spiritual person to serve as Congregational Care Coordinator (CCC). The CCC models the love of Christ by developing, implementing, and leading a visitation program to provide pastoral care to the TUMC congregation and, as appropriate, the broader community. The CCC ministers in partnership with the Pastor and volunteers; and performs record keeping for the Church membership.

Qualifications/Responsibilities/Skills Needed

- Regular participation in worship or other activities of TUMC in keeping with Wesleyan theology.
- Minimum of two years of leadership experience and/or certification in pastoral and/or spiritual care, particularly with seniors.
- Compassionate demeanor suitable for offering caring ministry to those in need.
- Ability to offer spiritual support for those being ministered and be comfortable praying with and for others.
- Commitment to confidentiality.
- Reports directly to the Pastor; updates Pastor regularly (at least weekly meetings or reports).
- Helps to recruit, equip, and lead lay volunteers to assist with providing excellent congregational care and ability to balance between personal visitation and equipping volunteers to perform:
 - Local nursing home and hospital visitation
 - Homebound visitation
 - Taking Holy Communion to those unable to attend TUMC worship
 - Other visitation needs of the congregation, as appropriate
- Ability to work both independently and as part of a team, communicating effectively and in a timely manner with the Pastor and the visitation volunteers.
- Computer ability (with Microsoft Office and email) and willingness to learn new applications.
- Excellent organizational and telecommunication skills.
- Develop, implement, and evaluate a system of record-keeping and accountability that allows effective tracking and oversight of the congregational care ministries; and, if needed, involve other staff members and/or volunteers to maintain the system.

- Maintain accurate Membership Records of the congregation.
- Reliable transportation is essential for this position. Mileage reimbursement provided.
- Must pass a background check prior to hire.

To apply, send cover letter, resume, and contact information for two professional references to:
Tom Tift, Staff Parish Relations Committee Chair, SPR@sequimtumc.org