

First Presbyterian Church of Houston

# DIRECTOR/PASTOR OF CARING MINISTRY

## POSITION SUMMARY

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The Director of Caring Ministry provides support and encouragement to church members as they need assistance in difficult and trying times. This person provides follow-up on members as they go through difficult times such as illness, personal trials, and the loss of a loved one. This position works with the Associate Pastor of Community Life, and the Caring Ministry coordinator to ensure that members receive prayer, hospital visits, counseling, benevolence, memorial services, grief counseling, and follow-up. The person in this position will maintain a high level of confidentiality.

## ESSENTIAL DUTIES

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- Oversee goals and budget planning for the Caring Ministry, including monitoring budget expenditure in conjunction with the Associate Pastor of Community Life and Caring Ministry Coordinator.
- Visit members in hospitals or check up on members after they have arrived home from hospital stays.
- Follow up with members in need of prayer and listed on the congregational prayer list through phone calls and email.
- Connect members to counseling through pastoral consultation or refer to outside counseling practices and help coordinate payment for the first few sessions.
- Oversee the care of senior adults for members residing at retirement care centers and private homes as well as manage visitation and communion teams for in-home members.
- Coordinate and find facilitators for support groups that provide support through a divorce, grief, etc.
- Oversee Stephen Ministry, including the coordination, training, recruitment of Stephen Ministers, and collaboration with lay leaders to match Stephen ministers to church members in need of one-to-one care.
- Serve as liaison for ministry partnerships with organizations such as Amazing Place and Prayers of the People, referring church members to these organizations based on need.
- Perform other duties as assigned.
- Able to work within the framework of established policies and serve as a spokesperson for the church.
- Commitment to the mission and vision of First Presbyterian Church and the tenets of Christian living, including a Christian testimony.

## SUPERVISORY RESPONSIBILITIES

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- Supervise/manage/direct the selection, training, appraisal, and work assignments of two (2) or more personnel.  
Has oversight over hiring, firing, promotions, and assignments.

## QUALIFICATIONS

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### Education

- Bachelor's degree in Communication or another related field, preferred.
- No certifications or licenses are necessary for the successful completion of the duties of this role.

### Experience

- 2–5 years of related experience, required.
- Experience in a non-profit organization or church environment, preferred.
- Must have a basic concept and knowledge of the principles of the church and be in agreement with them.
- Must have the ability to prioritize and be flexible.
- Must demonstrate a strong working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Outlook, Access, Excel, database systems, and use of the Internet.

### Talents

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|-------------------------------------|---------------------------------|
| • Professional Maturity             | • Collaboration and Partnership |
| • Responsibility                    | • Manages Change                |
| • Communication                     | • Problem Solving               |
| • Flexibility                       | • Attention to Detail           |
| • Intelligence                      | • Organization                  |
| • Energetic                         | • Integrity and Respect         |
| • Organized                         | • Judgment                      |
| • Computer Savvy                    | • Teamwork                      |
| • Job Knowledge/Technical Knowledge | • Quality                       |
| • Interpersonal Communication       | • Accountability                |

For more information and to submit your application, please email [hr@fpchouston.org](mailto:hr@fpchouston.org).