

# ROCKLAND COMMUNITY CHURCH JOB DESCRIPTION

March 2020

## *Caring & Outreach Associate*

**Job Qualifications:** The person should be a Christian who has displayed a love for the Lord and a call to the ministry. He/she should have the ability to work with people, build relationships, encourage and empower community members to care for one another, and have strong administrative and organizational skills. This person should have a caring heart, the ability to maintain confidences, and a flexible schedule.

**General Job Description:** It is the function of Congregational Care to encourage and empower members of Rockland and our various care teams to care for each other bring the love of Christ to those in need by responding to them with prayer, presence and care.

**Supervisor:** Associate Pastor

**Supervision of Others:** Volunteers in the Caring Ministry, Memorial Service Coordinator

**Time Requirement:** 23 hours (work schedule is Sunday through Thursday).

### **Specific Job Duties:**

#### 1. **Caring Ministries**

- a. Maintain an ongoing list of people needing pastoral care, or who are homebound. Includes matching the individuals need with the appropriate volunteer or Pastor.
- b. Recruit, encourage and oversee the Caring Ministry Team
  1. Caring Visitors
  2. Caring Ministers
  3. Daily Bread
  4. Home Communion
  5. Prayer Quilt & Shawl Ministry
  6. Caring Cards
  7. Prayer Chain
  8. Prayer Sheet – Sunday's

#### 2. **Memorial Services**

- a. Liaison between pastor and Memorial Service Coordinator
- b. Be the Memorial Service Coordinator for services if needed

#### 3. **Sunday Mornings**

- a. Greet the congregation as they enter and generally be available to support greeting ministry
- b. Attend one service (with family if appropriate) and be present at church the other hour
- c. Participate in opening/closing facility

#### 4. **Outreach Administrative**

- a. Support the pastors and outreach ministry team with administrative and logistical needs.

#### 3. **Attend meetings**

- a. Staff Meetings: twice a month
- b. Monthly Caring Team Meeting and Outreach meeting
- c. Weekly Meeting with Supervisor

#### 4. **Perform other duties as assigned**