



Job Title:	Director of Care
Position Type:	Part-time (approximately 10 hours per week)
Location:	Providence Church, 4845 King St. E. Beamsville, Ontario L0R 1B6
Job Description	
<p>PURPOSE</p> <p>To serve the vision (“Together, Following Christ in Mission”) and mission (“Learning How to Live as Missionaries to Love Lincoln”) of Providence Church through overseeing, directing, and sustaining the ministry of mercy and care.</p> <p>GENERAL DESCRIPTION</p> <p>The Director of Care is responsible for overseeing, directing, and connecting all care streams of the church, including care through Growth Groups, the Deacons, Elder Board, Stephen Ministry, and the Pastor, ensuring that all attendees of Providence Church are cared for, as needed, in a timely and appropriate manner.</p> <p>RESPONSIBILITIES</p> <p>I. Care.</p> <ol style="list-style-type: none"> 1. Ensure that all members in need of physical, emotional, material, or spiritual care are receiving care through at least one of the care streams of the church. 2. Communicate regularly with the Growth Group Hosts and Leaders, Deacons, Elder Board, and Pastor to discern the care needs at Providence Church. 3. Develop, and maintain a comprehensive Care Log of all care needs and care offered at Providence Church. 4. Collaborate with the various care streams to help them improve the care offered within their ministry. 5. Assist with hospital and nursing home visitation, as well as people confined to their homes. 6. Assist with the visitation of members and attenders who are sick and/or grieving. 7. Support the planning and preparation of the ministry of hospitality (eg. luncheon) offered on the day of the Funeral/Memorial Service. 8. Develop and maintain an annual plan for the continuous improvement and growth of the Care Ministry. 	

II. Stephen Ministry

1. Support the Stephen Ministry at Providence Church, in collaboration with the Stephen Ministry Leader, Pastor and the Elder Board.
2. Liaise with the Stephen Ministry Leaders in identifying care ministers and receivers.
3. Promote the Stephen Ministry within and beyond the walls of Providence Church, ensuring a balance of care offered to church members and people from the wider Lincoln community.
4. Occasionally lead a Stephen Ministry training or supervisory meeting.

QUALIFICATIONS AND PREFERRED SKILLS

The Director of Care must:

1. Possess a personal relationship with Jesus Christ as Savior and Lord, and a life of growing in the fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control).
2. Have a demonstrated commitment to the mission and vision of Providence Church.
3. Believe strongly in the church's ministry of mercy and care.
4. Possess spiritual gifts in the areas of shepherding, mercy, encouragement, and administration.
5. Have outstanding communication (oral and written), and organizational skills.
6. Be able to coach a team, and work in a team environment.
7. Be able to take initiative, and work conscientiously on one's own.

Post-secondary education in a related field, and/or equivalent experience, would be an asset.

ADDITIONAL NOTES

1. *Other duties and tasks, as assigned.*
2. *The Director of Care is supervised by and directly accountable to the Pastor, and finally accountable to the Elder Board.*
3. *Annual performance reviews are done collaboratively by the Pastor and the Elder Board.*

REMUNERATION

\$ --- per hour, commensurate with qualifications and experience. Hours will be submitted monthly to the Church Office no later than the 5th day of the following month, and will be remunerated on the 15th of that month.

Signed By:		Date:	
Last Updated By:	Elder Board	Date:	February 28, 2018

To apply:

Email a cover letter, including your expression of interest and a brief statement of faith, as well as your resume to pastor@providencecrc.ca, drop off in person, or send by mail to Providence Church (address above).