

## Memorial Drive+ Presbyterian Church

*Loving God. Proclaiming Christ. Giving Generously. Engaging All.*

### Position Description

#### *Caring Ministries Pastor*

**Ministry Area:** Caring  
**Reports To:** Executive Pastor  
**Direct Reports:** Caring Ministries Director  
Member Contact and Visitation Director  
Administrative Coordinator

**Position Description:** The Caring Ministries Pastor will direct, design, and supervise the various ministries, programs, staff, and lay leadership related to the Caring Ministries of MDPC. The Pastor will be responsible for providing leadership and resources for both staff and volunteers in the Ministry Area.

#### **Specific Responsibilities:**

- Responsible for communicating, promoting, and interpreting the mission of Caring Ministries with the aid of the professional and support staff;
- Provide staff support to Stephen Ministry, Second Family Ministry, Prayer Ministry, and Home Communion;
- Provide administrative leadership for professional level staff, support staff, and lay leadership in the Ministry area, including development of goals and objectives for individual staff members as well as the variety of ministries within the department;
- Conduct funerals, including the necessary counseling and follow-up.
- Involvement with Volunteers – significant interaction and oversight of Caring Ministries' staff's work with volunteers.
  - ❖ Ability to interact with and direct activities of volunteers;
  - ❖ Nurtures, leads, and encourages Caring Ministries volunteers;
  - ❖ Direct activities of approximately 100+ volunteers.
- Financial Accountability (not including payroll)
  - ❖ Level of Responsibility (Primary – the AP develops and oversees the Caring Ministries annual budget of approximately \$40,000)
  - ❖ The Pastor offers oversight and advice to staff members in the expenditure of budget monies for which they are responsible;
- General Pastoral Duties
  - ❖ Prays with and for staff, elders, the congregation, mission partners, and God's Kingdom work in the world;
  - ❖ Shares personal faith with others, inviting them into a life of discipleship with Christ;
  - ❖ Counsels and advises staff, elder, and congregation, as appropriate;

- ❖ Participates regularly in Worship, on Sundays and other times, preaching when called upon by the senior pastor.

**Qualifications:**

- Theological degree from an accredited seminary, with a minimum of five years' ministry experience;
- The spiritual gifts of teaching, administration, leadership, pastoring, etc.;
- Proven experience in recruiting, training, mobilizing, and deploying volunteers in ministry;
- Basic computer literacy is required, including but not limited to MS Word, MS Excel, and MS Outlook;
- Proven experience working in a large, multi-staff church setting.

**Other Requirements or Special Conditions:**

- Flexibility of time schedule that enables him/her to handle emergencies that occur during non-office hours, e.g., hospitalizations, deaths, etc.

**Expectations of All MDPC Employees:**

- A personal and growing commitment to Jesus Christ as Savior and Lord;
- A commitment to the authority of Scripture and to a lifestyle of Christian holiness;
- A willingness to work within the framework of the church's polity and procedures;
- A willing heart, teachable spirit and positive attitude;
- A team ministry commitment which places the good of the whole over individual goals;
- An ability to work collaboratively with staff and volunteers;
- A professional approach and appearance;
- A passion for excellence for the glory of God.

*The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.*

*MDPC is committed to the principle of diversity in employment for all qualified persons without regard to race, color, national origin, sex, disability, or age. Each employee is expected to honor and respect all other employees and to demonstrate commitment to these principles of diversity. Non-compliance with this policy may result in termination.*

If you are interested in applying to this position, please submit a resume and cover letter to [pnc@mdpc.org](mailto:pnc@mdpc.org). For more information, please visit [www.pnc.mdpc.org](http://www.pnc.mdpc.org).