

Director of Pastoral Care
Federated Church

1. Effective April 2, 2018 and until the termination of this contract as hereafter provided, NAME shall serve as the Director of Pastoral Care (DPC) for the Federated Church, Fergus Falls, MN for 8 hours each week at a rate of \$20 per hour (not to exceed \$8,320 annually).
2. The DPC is accountable to the Pastor as Head of Staff.
3. The DPC will work closely with the Pastor/Head of Staff to supervise the pastoral care ministries of the congregation. The DPC will:
 - Visit members of the congregation as directed by the Pastor
 - Organize Coffee Klatches at communal residences
 - Recruit volunteers for the Federated Friends visitation team
 - Match Federated Friends with members who need regular visits
 - Ensure that regular visits are being made by the Federated Friends
 - Recruit Parish Nurses for the Parish Nursing program
 - Schedule Registered Nurses to provide blood pressure screenings on the 1st Sunday
 - Recruit Stephen Ministers for the Stephen Ministry program
 - Attend the quarterly pastoral care team meetings
 - Assist the Pastor in arranging continuing education for the pastoral care teams quarterly
 - Attend the Caring Ministry & Outreach Committee meetings (2nd Tuesdays each month)
 - Assess and provide for the changing pastoral care needs of the congregation
 - Perform other pastoral care duties as requested by the Pastor, Caring Ministry & Outreach Committee, or the Board of Deacons & Elders.
4. Compensation: \$9,458 annually
 - Salary: \$8,320 \$20 x 8-hours/week x 52-weeks
 - SSI: \$636 church's portion at 0.0765
 - Expenses: \$500 Continuing Education/job-related expenses
5. There will be a 90-day Introductory Period, beginning with the date of hire, and at the end of which there will be a conference between the DPC, the Pastor, and a representative from the Personnel Committee to evaluate the position and to make any changes deemed necessary or desirable.
6. There will be an annual evaluation of the DPC annually to consider performance, changes to the job description, and any merit increases in compensation. This evaluation will occur in October or November to coincide with the annual budget process.
7. Changes to this contract must be approved by the Board of Deacons & Elders.

8. This contract is conditional upon a favorable background check through the Minnesota Bureau of Criminal Apprehension (BCA).
9. This contract may be terminated by either party with a minimum of two weeks' notice.

Director of Pastoral Care

Date

Pastor/Head of Staff

Date

Personnel Chairperson

Date