**Director of Pastoral Care (DPC) - Job Description**

Federated Church

The DPC works closely with the Pastor/Head of Staff to provide pastoral care to members of the community and to support the pastoral care ministries of the congregation.

1. The DPC will, as directed by the Pastor:
   * Visit members of the congregation in homes and care facilities.
   * Offer pastoral care during emergencies (hospitalizations, deaths).
   * Provide pastoral care through cards, grief support, and phone calls in addition to visits.
   * Serve home communion in collaboration with another officer.
   * Deliver a “welcome” bag when a member moves into assisted living or nursing care.
   * Maintain accurate records of members in homes and care facilities.
   * Discuss pastoral care needs with the Pastor, noting if the Pastor needs to make a visit.
   * Organize “Kafe Klatches” at communal residences (quarterly for each residence).
   * Manage the “Boxes of Blessings” ministry which supports the work of the Cancer Center:
     1. Coordinate ordering of items for the boxes with Administrative Assistant.
     2. Arrange for youth groups to pack boxes.
     3. Deliver boxes as requested by Cancer Center.
   * Oversee the “Porch Drop” ministry to members (delivering meals/flowers/gifts quarterly)
     1. Create a list of recipients in coordination with the Pastor.
     2. Purchase/order necessary items with assistance from Administrative Assistant.
     3. Recruit drivers and coordinate routes for deliveries.
     4. Assemble porch drop packages (soup, roll, sweet treat, a fun item, devotional, note).
     5. Deliver to nursing homes and assisted living facilities (no soup or roll).
   * Attend Caring Ministry & Outreach Team meetings (2nd Tuesdays each month) as requested.
   * Communicate pastoral care news with members through the monthly newsletter.
   * 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.
2. The DPC reports directly to the Pastor/Head of Staff.
3. The DPC will work 8-10 hours per week.
4. The DPC will document hours worked, people visited, and activities performed.