

LIFE CHANGERS

JOB TITLE: Pastoral Care Coordinator
REPORTS TO: Pastoral Care Director
DEPARTMENT: Pastoral Care
BENEFITS ELIGIBLE: Full-time
START DATE: September 2024
SALARY: Based on previous work experience

JOB SUMMARY:

This position will be responsible for the supervision of Recovery Classes, Prayer Center, Hospital Visitation Team, Support Ministries, Care & Follow-up, Call Team, as well as prayer calls, and emails.

JOB RESPONSIBILITIES:

- Receives counseling requests (in-take forms) and immediately submits to counseling leader
- Maintain Counseling status and updates
- Build and maintain inventory/supplies needed for counselors
- Lead oversight of Recovery Classes
- Help direct calls regarding emergency calls and or e-mails of members and visitor that call in
- Properly disseminate information to other departments for follow-up or action (i.e. hospital visitation, financial assistance, etc.)
- Ensure the team is responsive to incoming prayer calls, emails, and letters
- Coordinate volunteers to make hospital visits
- Record hospital visit summary report and include all summaries in weekly reports
- Assist in recruitment of Care Team Volunteers for altar, recovery classes volunteer meetings
- Coordinate sending flowers to church members who are hospitalized, had a death of an immediate family member, or special occasions on behalf of Pastor and Pastor Grace Dickow
- Coordinate meals for members when there is... (i.e. birth of baby, recovering from illness, death of an immediate family member)

- Assist in coordinating funerals, or weddings
- Handle wedding, and funeral inquiries and ensure all necessary forms are submitted to pastoral care
- Oversee the baby dedication process and assists with any needs on the day of baby dedication service
- Facilitate the water baptism sign ups, own set up process with Facilities, maintain inventory of all supplies (i.e. t-shirts, towels, print material)
- Coordinate marriage and pre-marriage classes for both campuses
- Provides materials needed for church services or events i.e. So Loved Packets, Power of a New Life, pens and maintains supplies for both Hoffman and Chicago
- Mail out products/teaching or confession sheets to individuals in need
- Salvation follow-up Calls- assigning Care Team volunteers to make calls to new believers who have accepted Christ (Inviting them to return and find home at LCIC where they can continue to grow in their faith)

WORK REQUIREMENTS:

- A vibrant personal relationship with Jesus Christ
- A vision and passion to make an impact in the lives of LC church members and their families
- Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision, and Culture.
- A clear and distinct calling to pastoral care ministry.
- Successful administrative, ministerial and leadership experience in a ministry displaying empathy, gentleness, kindness and the fruit of the Holy Spirit
- Able to administer, organize and lead events and ministry communications
- Must have the ability to work with highly sensitive and confidential information
- Must possess excellent written and verbal communication skills, exemplifying the vision and culture of LCIC to staff and volunteers and church members
- Must have good computer skills and be detailed oriented
- Minimum of High School Education
- Ability to navigate the facilities, ability to lift a minimum of 5 lbs., able to sit for long periods of time, must not have restrictions with sitting, standing, and bending.