



Pastoral Care Coordinator

JOB DESCRIPTION

AIM

AS A PASTORAL CARE COORDINATOR, YOU AIM TO:

- Love others because God loved us first (1 John 4: 19).
- Love others because Jesus told us to (John 13: 34-35).
- Have love for others which overflows from the love that God has shown to us (2 Cor 1: 3-4).
- Love others as shown by Jesus' example.
- Be a faithful representative of the church to those in your community.
- Ensure your church community is receiving pastoral care and support.

RESPONSIBILITIES

YOU ARE DIRECTLY RESPONSIBLE TO:

e.g. Session and Minister

YOU ARE RESPONSIBLE FOR:

- Coordinating and leading the Pastoral Care team by:
 - Recruiting team members which includes assessing capabilities and matching people up with appropriate people to care for, undertaking reference checks etc.
 - Training and supporting team members including holding regular training and support sessions, checking in with team members to provide support, reviewing how team members how are going in their duties, resting team members if required.
 - Ensuring team members have completed Breaking the Silence training and are implementing it in their personal practices.
 - Ensuring team members have a current Working with Children Check verified by the CPU.
 - Ensuring team members are aware of their reporting obligations and that you are available to assist them in these processes if needed.
 - Assisting team members in referring to professional services such as counselling or a medical practitioner if required.
 - Regularly checking in with vulnerable members of your congregation to find out how the church can be supporting them.
- Being committed, accountable, wise, and godly in your own pastoral care.



Pastoral Care Coordinator

JOB DESCRIPTION - CONTINUED

REQUIREMENTS FOR THIS POSITION

TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check and have it verified by the CPU.
- Complete the BTS Application for Working with Children or Young People form.
- Complete Breaking the Silence Foundations Training every 3 years and complete Top-Up Training each year.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.

SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- When caring for others ensure appropriate boundaries are in place to protect both you as the Carer and the person you are caring for
- Never meet a person of the opposite sex alone in their home. Always ensure they or you have someone with them to ensure accountability or meet in a public place where your interaction is observable to other people.
- When providing care for a young person or child on your church, you must always gain parental / carer content before contacting them.
- As the Pastoral Care Coordinator, you should be kept informed about any individuals who team members are visiting or contacting regularly for the purpose of pastoral care. This allows you to oversee the ministry, helping you to see any risks and provide the appropriate level of support to the carers in your team.
- You must always maintain confidentiality within the pastoral care relationship, unless you are required to share information with others because of the risk of harm or legal considerations and/or the requirements of Breaking the Silence reporting protocols. As coordinator of the Pastoral Care team, you must ensure your team meets these obligations.

AGREEMENT

I have read and understood this Job Description, and the Breaking the Silence Policy and Code of Conduct.

Name:

Signature:

Date:
