

**Shepherd of the Hills United Methodist Church
920 W. Tonaquint Drive, St George, Utah 84770**

JOB DESCRIPTION - Coordinator of Congregational Care

Status	Part time
Schedule	6-10 hours per week. Monday and Tuesday mornings; attend church services or assign helpers, or as agreed to with the Pastor(s).
Benefits	None
Supervision	Works under the direction of the Pastor(s) or his/her designee. Non-supervisory position.
Probation & Evaluation	The probationary period is six (6) months, after which the position will receive a review and evaluation, followed by annual evaluations.

Position Overview

The Coordinator of Congregational Care will track attendance, especially new attendees, with an emphasis toward integration and connection; as well as working with Pastor and Stephen Ministry. Coordinate, identify and follow up on pastoral-care needs for the congregation.

Basic Functions and Duties

- Always maintain confidentiality.
- Track attendance on Monday mornings
- Note first-time visitors and frequent visitors, collect contact information
- Follow up with first-time visitors with an appropriate contact (phone, text, email)
- Create and staff a Welcome Center table on Sunday mornings for visitors to learn more about our church
- Prepare and present Orientation opportunities for new folks every month or two
- Help persons discover how to become involved in church life
- Work closely with Pastor and Stephen Ministers to identify and follow up on pastoral-care needs.
- Identify and check with congregants who are shut-ins, hospital and rehab-facility patients
- Be the contact person screening care requests and report, as appropriate, to Pastor, Stephen Ministry leaders, and team leaders
- Be aware of Small Groups and opportunities for people to connect with them
- Participate in Administrative Council by attending and reporting
- Other duties as assigned.

Minimum Qualifications

Education: High school diploma or equivalent is required. A two-year degree or applicable certificate(s) is (are) desirable.

Language: Must speak, read, and write English well.

Experience: Good with people

Keyboarding/Computer: Hardware and software operation; type a minimum of 40 words per minute.

License /Transportation: Possess a valid driver license and/or have available a reliable means of transportation.

Knowledge, Skills, and Abilities

Knowledge of:

1. General office procedures and practices.
2. United Methodist Church structure and disciplines (or be willing to learn).
3. Proper spelling and grammar.
4. Internet use to include email, a browser, and a search capability.

Skills in:

1. Caring, compassionate character
2. Written, verbal and interpersonal communications.
3. Word processing, email preparation and handling, preparation and manipulation of spreadsheets and databases, and use of the internet.
4. Good organizational skills.
5. Coordinating and scheduling appointments and activities.
6. Operation and basic maintenance of office equipment to including but not limited to a multi-line telephone system, computer, printer, photocopier, shredder, scanner, 10-key calculator, and other standard office equipment.
7. Proofreading hard copy and electronic documents.
8. Decision-making.

Ability to:

1. Establish and maintain effective working relations with church staff, officials, members, and the public.
2. Maintain confidentiality.
3. Meet deadlines.
4. Work independently with limited supervision and exercise independent judgment to meet variations in assigned tasks.
5. Interpret instructions provided in written, verbal, diagrammatic or schedule form.
6. Diagnose and resolve problems pertinent to the position or, if unable to do so, refer them to the supervisor.
7. Learn the computer applications used in the office.
8. Visioning skills, seeing what is necessary and desirable for current and future growth
9. Ability to understand, and be sensitive and confidential in conversations
10. Ability to understand the larger picture of church ministries and work with team leaders
11. Display a professional attitude and appearance.

Working Conditions

Work is performed primarily indoors in a typical office environment. The position is mostly sedentary with extended periods of sitting at a desk but may include standing, stooping, crouching, bending, etc. It may also be susceptible to eyestrain, back discomfort, and hand/wrist problems. Medium physical strength is required for occasional lifting.

Equal Opportunity Employer

Shepherd of the Hills United Methodist Church is an equal opportunity employer. As such, there will be no discrimination because of race, color, sex, marital status, age, national origin, or disability. Such equality shall be demonstrated in the following: employment, promotion, demotion, recruitment, layoff, termination, and compensation. This policy applies to all terms, conditions, and privileges of employment.