

## Pastoral Care Team: Team member job descriptions



### Helping Hands Coordinator

- Is passionate about helping others get practical needs met and engaging people in serving others
- Maintains a list of helpers for rides, emergency pet care, errands, meals, other needs
- Coordinates help when a need arises
- Communicates with the congregation about this ministry on a regular basis
- Skills-
  - Communicating
  - Ability to respond to needs quickly and coordinate help
  - Able to track and manage information
  - Able to maintain confidentiality
  - Creating and facilitating Sign-Up Genius

### Pastoral Care Co-Coordinator

- Is passionate about building relationships and community and providing spiritual care
- Leads a team of volunteers who connect with people, especially those who aren't able to participate in church life as fully.
- Opportunities for connecting include phone calls, email, Zoom conversations, visits, and other creative ways to connect
- Informs the minister of pastoral needs
- Communicates with the congregation about this ministry on a regular basis
- Skills-
  - Communicating
  - Able to maintain confidentiality
  - Able to train others to provide pastoral care
  - Good at managing information

### Memorial Services Coordinator

- Is passionate about the care of those who are grieving and providing a welcoming and caring setting for memorial services and receptions
- Maintains a database of helpers for memorial services, including reception workers, greeters and ushers, hospitality teams
- Helps assemble teams for a memorial service
- Assists minister with coordinating the hospitality aspects of the service
- Skills-
  - Communicating
  - Good at managing information
  - Strong planning and coordinating skills
  - Able to direct people to do a variety of tasks in a short time
  - Functions well under pressure