



JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Pastoral Care Coordinator
 Reports to: Pastoral and Integration Minister
 Employment Status: Part-Time
 Ordinary Hours of Work: 3-4 days a week (includes half day Sunday)

POSITION OBJECTIVE

This position is for a part-time coordinator to assist our Pastoral and Integration minister with the organising and planning of our Church's pastoral care work. This person will coordinate and developing pastoral care training, events, ministries, processes and delivery of services to new and existing members, individuals and families.

KEY TASKS / RESPONSIBILITIES	DESCRIPTION
1. Pastoral and Integration team member	<ul style="list-style-type: none"> • Reporting to the pastoral and Integration Minister: <ul style="list-style-type: none"> - work as part of this team alongside the Integration coordinator. - assist with the coordination and planning of calendar events for Pastoral Care ministries, liaising with other church departments. - Collaborate with the integration coordinator on all related matters - work within the prescribed budget for Pastoral Care set by the Rector and Wardens.
2. Pastoral Care ministries	<ul style="list-style-type: none"> • Under the direction of the Pastoral Care and Integration minister, plan and deliver pastoral care training for staff and congregations, including heart team and other lay teams, and associated support of connected pastoral roles such as sports chaplains. • Assist with recruitment of pastoral care volunteers. • Rostering of pastoral care volunteers. • Planning, delivery and maintenance of pastoral care ministries, systems and events for the Parish including: <ul style="list-style-type: none"> - Heart teams, lay pastoral team, meals ministry, help at home, heart and hands team, light in the darkness service, newsletter, emergency care, training and development, pastoral triage, sports chaplains support, and visitation.

3. Sunday Services and events	<ul style="list-style-type: none"> • Assist with the organisational aspects of the Sunday Heart Teams in collaboration with staff, Connect Teams and others serving, to help provide pastoral care to our congregations. • Planning and delivery of pastoral care training events that may happen on a Sunday. • Attendance and assistance at events relevant to your role, in particular, those under your direction or supervision. • Roster heart team volunteers for Sunday services • Assist with newcomer events, especially with integrating heart team volunteers. • Assist with recruitment and training of heart team volunteers. • Assist with special Sunday events related to your role, such as annual serving fair. • Assist with integration coordinator roles on Sundays when they are on leave.
4. Administration	<ul style="list-style-type: none"> • Administer and monitor process queues in PCO in collaboration with the Head of Ministry Administration.
5. Other	<ul style="list-style-type: none"> • Undertake any other tasks, consistent with skills, qualifications, and experience, as may be required from time to time. • Undertake training and development as required from time to time by the senior minister or Diocese.

Please note that Key Tasks / Responsibilities may change as set by the Senior Minister and Wardens.

GENERAL

All staff are expected to:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group. Full time staff are expected to attend at least two services on a Sunday – usually 10am and 6pm.
- Agree with SPCH Vision, Mission & Statement of beliefs (<https://stpauls.church/what-we-believe/>)
- Ensure St Paul's is always represented professionally and responsibly.
- Treat all staff, church members, and visitors with respect and dignity.
- View their role as a part of the whole mission and ministry of St Paul's not in isolation.
- Attend weekly staff meetings.

Staff Meetings: Staff meetings are currently held weekly on Tuesdays

POSITION REQUIREMENTS

Character:

- **Integrity:** Demonstrates honesty and ethical behaviour in all actions.
- **Compassion:** Shows empathy and understanding towards others.
- **Excellence:** Strives for high standards in all tasks.
- **Justice:** Treats all individuals with fairness and respect.
- **Emotional intelligence:** Manages emotions effectively and understands the emotions of others.

Qualifications:

- Skilled in organisational
- Hold a current WWCC (employed).
- Complete the Diocesan Safe Ministry Course (online, refreshed every 3 years).
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Hold a Diocesan license to perform required duties.

Desirable:

- Relevant qualifications or certifications.
- Experience working in a church or community organisation.

ORGANISATIONAL RELATIONSHIPS / AUTHORITY

Reports to: Psatoral and Integration Minister

Manages: Volunteer teams

Key Relationships: Pastoral and Integration team, Administration team, Pastors.

WORKPLACE HEALTH AND SAFETY

All employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment where needed.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

Employee Name: _____ Wardens: Allan Dowthwaite
 Nathan Drabsch
 Kath Mueller

Employee Signature: _____ Wardens Signatures: _____

Prepared by: _____ Date Issued: _____