

# GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

## Job Description

Date: June 1, 2017

Report To: Executive Pastor

Job Title: Coordinator of Pastoral Care

### **Job Summary:**

Grant Memorial Baptist Church exists to help people find and follow Jesus. The primary responsibility of the Coordinator of Pastoral Care is to provide pastoral care and counselling, leadership of Stephen Ministry, and funeral/wedding officiating roles. The position requires pastoral training, and a commitment to following Christ with devotion and zeal. The outcomes are achieved by acknowledging the mandate from the Bible to equip others to do the work of the ministry. This includes training, personal example and the development and empowerment of leaders and ministry personnel. The role of Coordinator of Pastoral Care encourages and contributes to the outcome of care in the Grant Memorial community. This position reports to the Executive Pastor.

### **Time Requirements:** 18.75 hour/week, .50 Full Time Equivalent (FTE)

General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position. This position requires flexibility in time commitments. Wednesday and Thursday are considered the usual office hours.

### **Responsibilities:**

- Pastoral care to the congregation
- Provide hospital, personal care home and shut-in visits
- Coordinate access to pastoral care for emergencies
- Contribute to pastoral follow-up by phone, email and personal visits
- Provide personal, family and marriage preparation counselling
- Arrange referrals for professional counsellors
- Involvement by officiating at weddings and funerals
- Provide leadership role to the Stephen Ministry Team and assist with care assignments
- Provide oversight of grief books as a follow-up after the death of loved ones

### **Qualifications:**

- Passion to serve God and inspire His people through the development of personal relationships, community and small groups
- Self-motivated and outgoing
- Proven excellence in people skills and a strong communicator
- Demonstrated ability to recruit, motivate, train, and manage volunteers
- Good analytical and problem-solving skills
- Ability to write and speak effectively to staff, volunteers, constituents and the public
- Proficient in use of current technologies and communication tools

- Proven skills to develop and implement effective care and strategic ministry development
- Committed to team ministry, able to participate in the setting of the vision and execution of the mission of the church

**Requirements:**

- Committed, growing, mature follower of Christ
- Qualified for church membership and willing to become a member of GMBC
- Supportive of the vision and leadership of the church
- Bachelor's Degree from an accredited Bible College or equivalent experience
- Preferred candidate will have at least 5 years of experience in care ministry in a church or parachurch organization
- A completed Criminal Record check including the vulnerable sector search

**Staff at Grant Memorial Baptist Church exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

**Other:**

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

**Disclaimer:**

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**

Please send the following attachments to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca) or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Coordinator of Pastoral Care' in the subject line of the email

The applicants following the above requirements will be considered for this position.

**Closing date:** When position filled.