

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**PASTOR OF PASTORAL CARE
SALEM ALLIANCE CHURCH**

Department: Spiritual Formation
Supervisor: Associate Pastor
Supervises: No
Volunteers: Recruits, Develops, Trains, Places, Mentors, Encourages
Exempt Status: Exempt
License Requirement: Yes, or within three years of hire date

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church and under the general supervision of an Associate Pastor, the Pastor of Pastoral Care leads the ministries that provide fellowship and shepherding for senior adults and visitation for regular attenders who are hospitalized or house-bound.

DISTINGUISHING FEATURES OF POSITION: The Pastor of Pastoral Care is supervised by and is distinguished from an Associate Pastor who serves on the Pastoral Management Team and directs all of the ministries within a department. The Pastor of Pastoral Care is distinguished from the Ministry Assistant position that provides administrative and ministry support but does not have the broad pastoral responsibilities and program oversight that characterize the Pastor of Pastoral Care.

CORE JOB FUNCTIONS: An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Leadership

- Serves as the lead champion of Pastoral Care Ministries by modeling and promoting the importance and availability of care to those in need, both within the community of Salem Alliance as well as to the community at large
- Provides strategic, visionary leadership to Pastoral Care Ministries
- Effectively represents ministry area at the Pastoral level, able to think and lead from a global church perspective
- Effectively tends to his/her soul and actively pursues personal spiritual growth and development through spiritual disciplines (e.g. prayer, Bible reading/study, soul care, spiritual relationships, church attendance)

2. Pastoral Care

- Meets with people who are in varying levels of crisis, grief and transition, offering spiritual guidance and practical support to promote health and wholeness in Christ.
- Conducts funerals or memorial services for regular attenders, ensuring compassionate pastoral care for grieving families.

- Regularly visits hospitalized, housebound, and shut-in members, offering prayer, encouragement, and pastoral care.
 - Leads, develops, and coordinates volunteer teams that support hospital visitation, housebound/shut-in care, and crisis response.
 - Serves as a key resource for crisis intervention, supporting individuals navigating significant life challenges.
 - Maintains a high level of confidentiality for all who come for care and support.
3. Team and Volunteer Development
- Recruits, trains, and shepherds volunteers who serve with pastoral care ministries including: employment network, grief support, affirming business, handyman team, hope connection, transition and transformation (T&T), and hospital visitation.
 - Creates and maintains volunteer schedules to ensure ministry needs are met.
 - Organizes and facilitates volunteer meetings and training sessions.
 - Networks and builds relationships with potential volunteers, assuring they are equipped to serve effectively.
4. Benevolent Fund & Financial Support
- Oversees benevolent fund assistance, ensuring individuals are assessed within policy guidelines and appropriately referred to community resources.
 - Provides spiritual and practical support to those seeking financial assistance.
 - Partners with Financial Freedom volunteers to provide mentoring and financial accountability to those who would benefit from one-on-one guidance.
 - Serves regularly as an active member of the Benevolent Fund Committee.
5. Prayer Ministries
- Recruits, trains, and shepherds volunteers for various prayer ministries, including: After Service Prayer Team, Worship Center Prayer Team, Upper Room Ministry.
 - Creates and maintains volunteer scheduling to ensure all needs are being met.
 - Coordinates, schedules, and participates with the Elder Prayer Team.
 - Participates on the Healing Prayer Team with the Pastor of Spiritual Formation.

ESSENTIAL JOB FUNCTIONS: An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Assist in Developing and implementing the annual Pastoral Care Ministry budget
3. Consistent with organizational guidelines and timeframes, thoroughly complete employee reviews for each direct report
4. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
5. Work collaboratively with other staff members and departments.

6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

MINIMUM POSITION REQUIREMENTS: Completion of graduate degree relevant to ministry; licensed by Christian & Missionary Alliance at time of employment or licensing within three years of hire; a clear and demonstrated commitment to the goals and visions of Salem Alliance and two years of ministry experience or a combination of education and experience that provides the abilities, knowledge and other requirements to perform the functions of this position.

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in an office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church; strength to lift and carry materials weighing up to 20 pounds; arrange furniture and equipment in meeting rooms; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, and to reach with hands and arms. The Pastor of Pastoral Care must have the physical and mental stamina to function in diverse, multicultural settings and to meet multiple expectations.

The Pastor of Pastoral Care must be mentally alert; possess stamina to maintain flexible work hours, including frequent evening assignments and work on most weekends and on some holidays; ability to maintain concentration in spite of frequent interruptions; to coordinate and cooperate with many staff from the church and other organizations, numbers of participants and volunteers; to speak and teach before large and small groups and to provide pastoral support for persons experiencing difficult, emotional situations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use standard office equipment, including a computer. The employee is required to work closely and gain the cooperation and involvement with a diverse group of people from various cultures and various personal habits. The employee may, several times each week, walk to various locations on the church campus and drive to attend meetings and training. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors.