

Life Changers International Church

Job Description

Job Title: Pastoral Care Assistant

FLSA Status: Non-Exempt

Dept: Pastoral Care

Reports to: Director of Pastoral Care

Job Summary

This position will be responsible to assist in the supervision of Counseling Center, Prayer Center, Hospital Visitation Team, Support Ministries, Care & Follow-up, Call Team, as well as prayer calls, and emails.

Counseling Center

- Receives counseling requests (in-take forms) and immediately submits to counseling leader
- Maintain Counseling status and updates
- Build and maintain inventory/supplies needed for counselors
- Assist in the set-up of Recovery classes
- Help direct calls regarding emergency calls and or e-mails of members and visitor that call in
- Properly disseminate information to other departments for follow-up or action (i.e. hospital visitation, financial assistance, etc.)
- Ensure the team is responsive to incoming prayer calls, emails, and letters
- Promptly coordinate in assigning people to make hospital visits
- Record hospital visit summary report and include all summaries in weekly reports
- Continue to monitor person's progress until they are back in church
- Assist in recruitment of Care Team Volunteers
- Coordinate sending flowers to church members who are hospitalized, had a death of an immediate family member, or special occasions on behalf of Pastor and Pastor Grace Dickow
- Contact Meals Coordinator when there is a need for meals (i.e. birth of baby, recovering from illness, special needs)
- Assist in coordinating funerals, or weddings
- Handle wedding, and funeral inquiries and ensure all necessary forms are submitted to pastoral care
- Oversee the baby dedication process and assists with any needs on the day of baby dedication service
- Facilitate the water baptism sign ups, own set up process with Facilities, maintain inventory of all supplies (i.e. t-shirts, towels, print material)
- Coordinate marriage and pre-marriage classes for both campuses
- Provides materials needed for church services or events i.e. So Loved Packets, Power of a New Life, pens and maintains supply. HE, Chgo, Spanish Service
- Mail out products/teaching or confession sheets to individuals in need
- Salvation follow-up Calls- assigning Care Team volunteers to make calls to new believers who have accepted Christ (Inviting them to return and find home at LCIC where they can continue to grow in their faith)

Required Education, Knowledge, Skills And Abilities

- A vibrant personal relationship with Jesus Christ, having a saving faith in Jesus Christ and have answered His call to commitment of service. Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision, and Culture.
- A clear and distinct calling to pastoral care ministry.
- Successful administrative, ministerial and leadership experience in a ministry displaying empathy, gentleness, kindness and the fruit of the Holy Spirit
- Able to administer, organize and lead events and ministry communications
- Must have the ability to work with highly sensitive and confidential information
- Must possess excellent written and verbal communication skills, exemplifying the vision and culture of LCIC to staff and volunteers and church members
- Must have good computer skills and be detailed oriented
- Minimum of High School Education
- Ability to navigate the facilities, ability to lift a minimum of 5 lbs., able to sit for long periods of time, must not have restrictions with sitting, standing, and bending.

By signing, I acknowledge receiving and understanding this description and agree to perform the duties to the best of my ability.

Signature

Print Name

Date