

redeemer west side

job description

Position: **Senior Director of Care and Counseling**

FLSA Status: Exempt

Band: 8P

Department: Formation and Care

Work Hours: Full-time

Date: June 2022

Reports to: Executive Pastor

This position is open to ordained, licensed or commissioned men or women. Qualifies as a minister as defined by the IRS for tax purposes.

Position Summary

The position oversees pastoral counseling and care for Redeemer West Side. The director has responsibility for providing a system of pastoral care, diaconate mercy work, biblical counseling, and spiritual oversight, the training and multiplication of leaders, and supervising the manager of care. This position is also responsible for providing individual pastoral counseling for church members. This position will also be expected to attend the West Side elders meeting, lead congregational worship, and participate in the life of the congregation.

Job Description

Supervision of a system pastoral care

- Ensure an effective system of pastoral care and shepherding function for church members (and other attendees as needed)
- Collaborate with other pastors, directors and the Session with pastoral care issues and on discipline cases when appropriate
- Guide the Diaconate executive team, including recruiting and training new deacons, financial oversight, and reporting on the diaconate's effectiveness
- Manage the work of Diaconate Mercy Team support staff
- Work closely with the lay leaders of West Side Women and Moms' Groups to develop robust mezzanine level ministries and ensure lay-leader support
- Lead basic and advanced church leader training sessions, and classes

Counseling inside the church

- Provide pastoral counseling for WS members
- Liaise with Redeemer Counseling Services for counseling referrals (both to and from)
- Develop a proactive process to identify people in need at our church
- Provide counseling recommendations, guidance, and support for other pastoral staff members as needed

Sunday worship ministry

- Worship leading in rotation with other pastoral staff
- Maintain visible presence at worship services, coffee hours, and congregational events

Staff culture and church leadership

- WS staff team development and transition management along with the culture team
- Attend and participate with WS elders at the Session
- Work closely with an intern/resident and oversee his/her care and development

Qualifications

- Aligned with the core theological principles of Redeemer and the Presbyterian Church of America, including the Westminster Confession
- Priority toward a female candidate due to the responsibility of overseeing women's ministries
- Undergraduate college and a theological and/or biblical counseling Master's degree
- Capable of successfully completing an ordination or commissioning exam
- Must be a dependable, team player and self-starter with a strong ability to take initiative and pursue leaders
- Strong problem solving and decision-making skills
- Previous coaching and counseling experience
- Work hours are generally flexible yet must be available for some evening and weekend meetings
- Excellent organizational, communication, and interpersonal skills
- Proficient in GSuite (Google docs, etc) and MS Office applications (Word, Excel, etc.)
- Ability to work collaboratively within the framework of a collegiate model, as job performance will be measured in part on the ability to support and interface with other ministries and congregations
- Agreement with Redeemer West Side staff policies, including the intellectual property policy