



Christ Church, Dartmouth
Job Description Coordinator of Pastoral Ministry

Position	Coordinator of Pastoral Ministry, Christ Church
Summary	Christ Church is a longstanding and inclusive Anglican church, located in downtown Dartmouth, welcoming all people united in justice and love. The office of the coordinator is a distinct and identifiable ministry that is separate from, and in addition to the Pastoral care of the Rector.
Job description	<p>The coordinator needs be highly organized with the ability to organize a team of volunteers, delegating tasks among the team while also taking on pastoral work themselves.</p> <p>The coordinator, will be responsible for overseeing and encouraging the pastoral care of the church under the direction of the Rector. The coordinator will be responsible for the oversight of the pastoral care volunteer team.</p> <p>The role involves ensuring the care and connection of individuals who engage with our services and activities, have an ability to engage people on sensitive and spirituality issues, and includes welcoming new persons, as well as deepening relationships with existing members of the congregation and the community at large.</p>
Key responsibilities	<p>Maintain regular contact with the Rector through weekly meetings in order to coordinate pastoral care and to support other needs identified among individual adults, children, and family groups.</p> <p>Work with the church administrator to ensure open communication regarding the records data base, e-mail, phone call contact and facilitation of meetings with the pastoral team.</p> <p>Lead team meetings and coordinate pastoral visiting, phone calls, or letters to church members.</p> <p>In conjunction with the church leadership, identify training courses and other opportunities to aid the pastoral team in their growth and development.</p> <p>Aid in increasing the visibility and viability of pastoral care ministry in the parish and in the community.</p> <p>Participate in and actively support the spiritual life of the Parish and be visibly in attendance on Sundays as able.</p>

	Practice confidential integrity in all aspects of pastoral responsibility.
Personal qualifications	<ul style="list-style-type: none"> • Be a mature, committed Christian; • Have excellent oral, and written communication and interpersonal skills; • A willingness to serve others and be approachable, at the same time with a strong work ethic; • Computer proficiency skills and a willingness to become familiar with our record keeping system; • To be trustworthy and able to maintain confidences; • Manage working time well without supervision, to establish clear boundaries and to prioritise; • Ability to lead, recruit, and motivate.
Professional qualifications	<ul style="list-style-type: none"> • A lay person or ordered minister with a combination of life experience, education, and training in the area of pastoral care. Advanced courses in pastoral care welcome. • A Masters of Divinity, diploma or experience in pastoral care would be an asset
Contract	<ul style="list-style-type: none"> • To be molded on job description and qualifications of the successful candidate.
Salary and weekly hours	15 – 20 hours per week (TBD) Salary will be commensurate with skills and experience.
Other	The successful candidate must agree to covenant of care (background checks, SafeR Church policy, and the review and signing of a Non-Disclosure Agreement: relating to maintaining the confidentiality of information shared in the role, and the Diocesan Sexual Misconduct Policy), and reference checks.
Application	Please submit your cv/resume with a cover letter by email to christchurch@christchurchdartmouth.com by February 10, 2023 for consideration