

Pastoral Care and Membership Coordinator

Wesley-Knox United Church

DESCRIPTION

The Pastoral Care and Membership Coordinator (PCMC) is an administrative position that will work closely with the Senior Minister, Minister of Visitation, *Pastoral Care Team, Membership Committee, District Visitors (to become the new Community Care Committee)* and Church Administrator. They will fall under the responsibility of the Ministry and Personnel Committee with direct supervision being the responsibility of the Senior Minister.

RESPONSIBILITIES

1. The PCMC will be responsible for creating and coordinating a communication system between the members of the Community Care Team (CCT) and those in the congregation requiring pastoral care, support and connection. This will include receiving names of those in need, appointing CCT members, tracking visits, updating database and membership files, providing information to CCT and working closely with the Senior Minister and Minister of Visitation to share info.
2. The PCMC will provide pastoral care administrative assistance to the Senior Minister.
3. The PCMC will create and implement a system for tracking visitors and those who come to Wesley-Knox for specific reasons (weddings, baptisms, funerals, community choir, Children and Youth programming) and follow-up by communicating with them.
4. The PCMC will create a database of current members/adherents that communicates skill-sets, interests and volunteer areas.
5. The PCMC will work closely to identify and support those seeking to become members of Wesley-Knox and coordinate any New Member events.
6. The PCMC will work closely with the Nominating Committee to help connect the governance needs of the church with the gifts/interests of our people.
7. The PCMC will work two Sundays/month and have regular office hours at the church. This will include attending CCT meetings and staff meetings.

QUALIFICATIONS

1. Strong computer skills including but not limited to Word, Excel and Social Media platforms.
2. Excellent verbal and written communication skills, including the ability to relate to people of all ages and within a diverse population, and those who may be facing challenging life situations.
3. The ability to work as an active member of a team and within a committee structure, as well as be a self-starter who can work within a changing environment.
4. Highly effective organizational skills and an ability to help organize others.
5. Ability to maintain confidentiality.
6. An understanding of Wesley-Knox United Church or a willingness to learn along with an understanding of the United Church of Canada ethos and a willingness to work within it.
7. Be able to provide a current Vulnerable Sector Screen that meets church requirements.

REMUNERATION

\$18/hr. x 6 hrs. x 42 wks. (September – June)

\$18/hr x 2 hrs. x10 weeks (June - August)

2 weeks off for vacation time - paid

Use of church computer, software, church telephone and office supplies.

START DATE: August 14, 2017

APPLICATION CLOSE DATE: June 23, 2017

Please send resumes and any questions to Cathy Grasby,

catherine.grasby@gmail.com