

Winfree Memorial Baptist Church

13617 Midlothian Turnpike

Midlothian, VA 23113

From: Personnel Committee & David Benjamin

Re: Minister of Congregational Care

Position Description: The Minister of Congregational Care is responsible for the oversight and implementation of the WeCare ministries of Winfree. Working in partnership with the ministerial staff of the church and the deacons, the Minister of Congregational Care will lead the body of the church in caring for one another in times of need, supporting one another and demonstrating the love of Christ in practical ways. This is a part-time position with 15-20 hours a week expected.

Qualifications:

Spiritually

- Born-again believer through faith in Jesus Christ, having made a personal profession of faith
- Maintains a healthy spiritual life, consistent with biblical teachings, expressing a genuine love of God
- Seeks God's guidance in personal, church, and life affairs
- Maintains a believer's testimony and lifestyle
- Understands and agrees with Winfree Church's mission and Covenant
- Represents a faith-based life and serves as a mentor, companion, resource, and role model for our church

Personally

- High integrity, strong character, and thoughtful in action
- Energetic and outgoing with a passion for caring for others
- Possesses a servant-leader mindset
- Demonstrates confidentiality, tact, and good judgement

Professionally

- Proactive
- Organized
- Clear and effective communicator
- Cooperative, emphasizing a team mindset and fostering a healthy work environment
- Encouraging and supportive of other Winfree ministries

Duties:

This minister in this position is not expected to meet all of the pastoral care needs of the church. They should be seen as a "ministry multiplier," a person who increases the care-giving capacity of the church body. In partnership with the other ministerial staff, the deacons and others in the congregation, the care ministry to those in sudden need will be met jointly. The minister will take the lead in both personal contact and facilitating others for ministry to those who are home-bound and in institutions.

- Oversee Winfree Church's WeCare ministry
- Partner with ministerial staff, deacons and others in visitation to hospitals and home-bound
- Attend deacon meetings and work with the Chairperson and Pastor to offer training
- Coordinate the various aspects of the WeCare ministry
- Lead in the development of any needed ministries within WeCare
- Serve as the central communication point in times of member crisis
- Help Winfree offer grief recovery care ministries
- Maintain a list of home-bound and longer-term institutionalized
- Assist the Sr. Pastor in designing and conducting funeral services
- Assist in regular Sunday worship services as requested
- Oversee any relevant ministry budget lines

Reporting Relationship: The Minister of Congregational Care will report to the Pastor. The Personnel Policy outlines complete reporting options.