**JOB DESCRIPTION:**

***Pastoral Care Coordinator***

AIM

As a *Pastoral Carers*, we aim to:

* Love one another because God loved us first (1 John 4:19)
* Love one another because Jesus told us to (John 13:34-35)
* Have love for one another which overflows from the love that God has shown to us (2 Cor 1:3-4)
* Love following Jesus’ example
* Show love for others, and as we do, show love to Jesus as well (Matthew 25:35-36, 40).

RESPONSIBILITIES

You are directly responsible to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name]

YOU ARE RESPONSIBLE FOR:

* Coordinating and leading the Pastoral Care team by:
  + Recruiting team members which includes: assessing capabilities and matching people up with appropriate people to care for, undertaking reference checks for people new to your church
  + Training and supporting team members including holding regular training and support sessions for the team, checking in with team members to provide support, reviewing how team members how are going in their duties, resting team members if required
  + Ensuring team members have completed Breaking the Silence training and follow Breaking the Silence in their pastoral care
  + Ensuring team members have a current Working with Children Check verified by the CPU.
* In your own pastoral care, being committed to PEACE:
  + P – praying
  + E – providing encouragement, including spiritual encouragement
  + A - being available
  + C – providing comfort and care
  + E – being an example, modelling God’s care for all of us
* Maintaining confidentiality within the pastoral care relationship, unless you are required to share information with others because of the risk of harm or legal considerations and/or the requirements of Breaking the Silence reporting protocols. Assisting team members with this aspect.
* Referring to professional services such as counselling or a medical practitioner if required. Assisting team members with this aspect.

REQUIREMENTS FOR THE POSITION

You must:

* Be a regular attender at church and a Bible study group
* Obtain a Working with Children Check
* Complete the Breaking the Silence application for working with children and/or young people form
* Complete Breaking the Silence basic training every 3 years
* Sign a copy of this job description.

**JOB DESCRIPTION: *Pastoral Care Coordinator*  (CONT’D)**

SAFE MINISTRY PROTOCOLS FOR THIS POSITION

* When caring for others ensure appropriate boundaries are in place to protect both you as the Carer and the person you are caring for
* Never meet a person of the opposite sex alone in their home. Always ensure they or you have someone with them to ensure accountability, or meet in a public place such as a coffee shop.
* Maintaining confidentiality within the pastoral care relationship, unless you are required to share information with others because of the risk of harm or legal considerations and/or the requirements of Breaking the Silence reporting protocols

I have read and understood this Job Description, and the Breaking the Silence Code of Conduct and Policy:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /

**Reference**

“God’s Love in Action, Pastoral Care for Everyone”, Jill McGilvray, 2011.