Position Description – Minister of Congregational Care  
Williamsburg United Methodist Church

Scope
In collaboration with the Pastoral Team, Program Staff, and Lay Leadership, the Minister of Congregational Care will oversee Older Adult Ministries with persons who are unable to regularly take part in the congregational life of the church (elderly adults and any who are in long-term care/faced with incapacity). The Minister of Congregational Care serves under the leadership of the Senior Pastor in this half-time position.

Expectations:
- Provides Clergy support and liaison to:
  - Shepherd’s Fold (lay visitation ministry)
  - The CARE Committee (rides to medical appointments, meals to families in tough times, funeral receptions, etc.)
  - The Respite Care Ministry
  - The Congregational Care Committee (coordinating all caring ministries within the congregation, handling initial vetting of groups seeking to use facilities for caring work, etc.)
  - Stephen Ministry
  - Memorial Garden Committee, being available as well to educate congregation about Memorial Garden and to sign contracts with individuals for use of the Memorial Garden, according to Memorial Garden policy.
- Has primary pastoral-care responsibility for those in the congregation who cannot get to church, including visiting and helping find ways to keep them connected to the church’s ministry
- Leads in the creation and resourcing of small groups led by those residing in independent living communities, and leads prayer groups and Bible studies conducted via telephone and on-line means (such as Zoom) for elderly persons.
- Shares with other pastoral staff the responsibility for funerals, hospital visitation, grief support, and all pastoral care ministry, including referring persons to Stephen Ministry or other sources of support as appropriate.
- Provides activities and counsel to educate and equip persons in the congregation for making decisions and having important conversations about wishes concerning end-of-life care, memorial services, dementia, choices about hospice or medical treatment in the face of difficult prognoses, etc. Raises the congregation’s awareness of resources available and serves as a source of encouragement for people as they face these challenging concerns.
- Becomes knowledgeable about and supportive of other ministries with and programs for older adults, including Respite Care at WUMC and various organizations and programs in the community. Raises the profile of and encourage participation in appropriate UMC and other opportunities and events for Older Adults, caregivers, Older Adult ministry leaders, etc.
- Maintains pastoral confidentiality, and interfaces regularly with pastoral staff to communicate pastoral needs in a prompt manner.
• Gets to know the congregation: Is present in worship at least monthly to serve communion and participate in worship leadership as called upon by pastoral and worship teams. From time to time, visits Sunday School classes and other gatherings attended by older adults and provides occasional leadership (teaching, program, etc.) as called upon and workable.
• Participates in leadership of worship services in local retirement and care facilities and other community older adult organizations, as called upon or appropriate.
• Utilizes the gifts and experience of retired clergy in the congregation, if they desire, in ministries with Older Adults.
• Coordinates with Adult Discipleship leadership and staff in facilitating comprehensive Older Adult ministry.
• Attends staff meetings, program staff meetings, and performs other duties as may be reasonably requested by the Senior Pastor.