

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Proposed Job Title:** Minister of Pastoral Care

**Department:** Pastoral Care

**Recruited By:** Minister of Counseling

**Reports To:** Minister of Counseling

**Location:** Loop Campus

**Status:** Full Time Exempt

**Proposed Employment Category:** IIA

**Summary of Position:** The primary role of the Minister of Pastoral Care is to oversee, lead and minister to the Pastoral Care Team as they partner with church ministries to meet and minister to those in need. This position is responsible for the process of recruiting, training and encouraging staff and volunteers, as well as coordinating the work of the volunteers throughout the Pastoral Care ministries. This position will also review and revise the Pastoral Care Ministries as needed and develop new ministries as needs develop and are identified in Houston's First Baptist Church (all campuses) and the Houston/Harris County, Montgomery, Galveston, Fort Bend, Brazoria County metro area.

**Purpose:** To minister to the staff, members, visitors of Houston's First Baptist Church and to oversee the Pastoral Care Team and Ministries. To reflect the love of Christ to the greater community as need and opportunity arise.

## Duties and Responsibilities:

- Shepherd church members walking through difficult season with available church resources out of an overflow of a relationship with Jesus Christ.
- Minister to individuals and families during the dying process of loved ones:
  - Primary Officiant for Celebrations of Life (Funerals),
  - Meet with families to ensure all desires within reason will be met,
  - Continue to minister to families once the Celebration of Life has concluded.
- Lead, develop and train the Pastoral Care Team by team through team and one on one meetings.
- Create policies, procedures, training and systems to ensure all Pastoral Care ministries are within HFBC policies and procedures for ministries with designated funds.
- Develop cross training and understanding with the multiple ministries of PC.
- Overseeing the Pastoral Care Ministry budgets.
- Recruit, lead, develop, encourage and serve PathMakers in Pastoral Care Ministries.
- Oversee the pastoral care ministries including, but are not limited to, hospital and healthcare facilities visitation, bereavement ministry, Hope House Ministry, Stephen Ministry, CanHope, Grief Share, Phase II (and assigning of workers to widows for Men Serve), Essential Friends, HomeBound Ministry, Common Ground, and GPS.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

**Skills Requirements:** Select all that apply

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills               | <input checked="" type="checkbox"/> Math skills         | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills:  | <input type="checkbox"/> Windows                        | <input checked="" type="checkbox"/> Mac               |
|   | <input checked="" type="checkbox"/> MS Office           | <input checked="" type="checkbox"/> MS Outlook        |
| <input checked="" type="checkbox"/> Administration                | <input checked="" type="checkbox"/> Service to others   | <input checked="" type="checkbox"/> Teacher/Leader    |
| <input checked="" type="checkbox"/> Good Communication skills     | <input checked="" type="checkbox"/> Team builder        | <input checked="" type="checkbox"/> Self-disciplined  |
| <input checked="" type="checkbox"/> Servant leader                | <input checked="" type="checkbox"/> Decision maker      | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail |   |

**Education and/or Experience:** Select all that apply

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> College graduate preferred                   | <input checked="" type="checkbox"/> Administrative Experience          | <input checked="" type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input checked="" type="checkbox"/> Other: <u>Ordained to ministry</u> |  |

**Organizational Relationships:** Reports to Minister of Counseling Services

**Working Conditions:** Select all that apply

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 40 hour work week               | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input checked="" type="checkbox"/> Continuing Education | <input checked="" type="checkbox"/> Specialized training       | <input checked="" type="checkbox"/> Occasional travel                |

**Prepared By:** Tim Young/Adam Mason

**Title:** Minister of Adult Education

**Date Prepared or Revised:** March 24, 2025

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name