



CALVARY PENTECOSTAL ASSEMBLY - CAMBRIDGE
PASTORAL CARE PASTOR
Job Description

*Below is the job description for the **Pastoral Care Pastor** at Calvary Assembly.*

*This position is **part-time**, and includes a **25 hour per week** commitment. Due to the nature of this role, there will be the periodic expectation of work weeks that exceed this time commitment, on an as needed basis. Onsite office and ministry hours will be mandatory Sundays, Tuesdays, and Wednesday evenings during Wednesday Night Life, while the remainder of weekly hours will be viewed with flexibility, being fulfilled either onsite or through offsite visitations and pastoral care.*

However, this role could potentially be combined with one of the additional job openings at Calvary: Connections Pastor or Life Group Pastor.

JOB SUMMARY

The Pastoral Care Pastor shall be responsible to provide care to the individual members (members and adherents) of Calvary Assembly and their families.

This position will also be responsible to provide care for those who come to Calvary seeking spiritual and/or practical assistance with life's difficulties.

This role will oversee the prayer ministries of Calvary Assembly, and will also give oversight and leadership to the Encore Ministry (seniors).

The team member will report directly to and be under the supervision of the Executive Pastor.

RESPONSIBILITIES

1. Pastoral Team

- a. Promote the mission, vision and values of Calvary Assembly at all times.
- b. Participate in staff prayer (Tuesday mornings), pre-service prayer (Sundays), and leadership meetings.
- c. Support team values with positive interactions and a willingness to facilitate others, as well as working together to fulfill church-wide initiatives.
- d. Promote core values and vision at all times.

- e. Perform some of the general pastoral ministries of the church (teaching, spiritual counseling, visitation, etc.).
- f. Report directly to the Executive Pastor on a regular basis with one-on-one meetings.

2. Pastoral Care

- a. Provide spiritual care to Calvary's members and attenders in need. This care will happen through telephone calls, home visits, hospital visits, and other forms of connection as required.
- b. Communicate with Lead Pastor to advise when he will be needed for a key pastoral visit.
- c. Primary responsibility for spiritual counseling when requested, including leading individuals to faith in Christ and helping them find relationships/connections to continue on that journey of growth
- d. Pastoral Counseling: Offer basic spiritual counsel and prayer when called upon; understanding when and to whom to make appropriate referrals in situations requiring professional help.
- e. Looks for and implements ways to provide God's healing to those who come to Calvary and those out in the community
- f. Primary responsibility for being on-call after hours.

3. Assistance

- a. Prepare and assist in serving the Lord's Supper as needed to those in hospitals, shut ins, etc.
- b. Primary responsibility for death/bereavement/grief services, including Celebrations of Life (funerals)
- c. Partner with Life Group Pastor to train and give support to Life Group leaders, creating an extension of pastoral care through group leaders. This could include coordinating with Life Groups as the primary means to accomplish home care and hospital visits.
- d. Process benevolence requests throughout the year and distribute.
- e. Lead the Christmas benevolence drive and distribution of hampers, as well as leading any other benevolence drive.
- f. Further responsibilities will involve assisting the Lead Pastor or Executive Pastor when needed.

4. Prayer Ministry

- a. Prepare a regularly updated list of prayer requests for the Calvary staff, board, and prayer team.
- b. Primary responsibility for prayer requests that ask for a pastoral contact.
- c. Train and develop a team of ministry elders to pray and care for the prayer requests of the congregation, and to pray with attenders during altar ministry times.

5. Encore Ministry

- a. Be a pastoral representative and provide ongoing support and leadership to the Encore Ministry.
- b. Guide the Encore leadership team in planning onsite events and day trips.
- c. Attend Encore events when possible.
- d. Provide care and support for the members of the Encore group.

QUALIFICATIONS

1. Personal

- a. A committed Christian living in accordance with the Word of God.
- b. Agreement with doctrinal statement of Calvary Pentecostal Assembly, and commitment to abide by our general operating by-laws.
- c. Ongoing demonstration of a strong work ethic, servanthood, humility, unity and loyalty.
- d. Ability to communicate within the scope of the various ministry departments at Calvary.
- e. A team player, willing to contribute to the overall vision, goals, and ministries of the church.

2. Training and Development

- a. Have appropriate formal training and practical experience.
- b. Willing to attend conferences and conventions for personal and ministry enrichment.
- c. Continuous training in Bible and human resources.

Employee Signature

Printed Name

Date

I certify that I have read, understood and agree to the responsibilities assigned to this position.

Lead Pastor Signature

Printed Name

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.