

Associate for Caring Ministries
St. Stephen's Episcopal Church
Ridgefield, CT

Position Title Associate for Caring Ministries

Supervision Reports to Rector

Purpose of the position:

The purpose of the position is to support parishioners during times of pastoral need through direct services and creating structures of support, as well as participate in developing programs and leading liturgical offerings, especially as it relates to healing and wholeness. This is a part-time (20 hours/week) salaried position, compensation commensurate with experience.

Population(s)

Over 65; anyone at the intersection of particular vulnerabilities brought on by hardship or disease; the entire congregation as ministers of care for one another through their gifts and/or experience.

Skills/Knowledge

Effective communication - Listens empathically to others and communicates clearly; fosters open dialog; is sensitive to optimal approaches and timing.

- Compassion - Relates with people in stressful and painful circumstances; demonstrates empathy together with healthy boundaries; helps people and groups to consider difficult issues that are in their best interests.
- A Theological Basis - Is familiar with the Christian tradition; relates a person's experience to our Christian story and theology; is familiar, or becomes familiar, with the Episcopal faith.
- Leadership - Models servanthood by inspiring group consensus, sharing new ideas, empowering others to fulfill their baptismal call, and providing constructive feedback to others.

- Flexibility - Adapts in order to best serve changing situations, diverse individuals, and groups; remains open-minded and may change opinions on the basis of new information.
- Collaboration - Displays enthusiasm and promotes a friendly working environment; supports group decisions and solicits opinions from others; is a team player in all situations; works closely with committees as necessary.

Qualifications needed:

- A minimum of a Bachelor's Degree. A degree in a discipline related to pastoral care (e.g. theology, education, psychology, nursing, social service) is desired.
- Specific training in high vulnerability/low awareness situations (e.g. CPE, Stephen Ministry)
- A background check is required prior to employment.
- Some experience desirable

Limits of the position:

Pastoral

Must be pastorally sensitive for all who enter the parish office or seek ministry over the telephone or in person. Must have the ability to determine when something is an "emergency" and requires immediate care and what kind of response is needed, including referral. Must be a sensitive and compassionate listener.

Ethics and Confidentiality

Because of the nature of the work, certain information must be held in strict confidence. Work will be conducted in accordance with all applicable laws and diocesan and parish policies particularly the Diocese of CT Sexual Misconduct and Screening Policies. Failure to comply with these laws and policies, including the duty to act honestly, will constitute cause for termination.

Terms of work/ service:

- There will be an annual performance review

Training provided:

- "On the job" training
- Diocesan Safe Church training

Position Risk Assessment:

High impact, due to the public nature of the position

Benefits & Opportunities:

- Have a profound effect on the working environment of the parish
- Be a critical member of the parish ministry team
- Work with some great people

Principal Duties and Responsibilities

- In conjunction with the Rector, provide pastoral counseling/ care for parishioners
- Develop and maintain relationships with the members of St. Stephen's
- Discern, establish, participate in, support, and coordinate Caring Ministries, (e.g. Stephen Ministry)
- Attend weekly Staff Meetings and serve as the liaison to the various Care Ministries (meals, letters of care)
- Prioritize and coordinate pastoral care through providing a pastoral presence and availability in the church office, home visits, telephone conversations, hospital visits
- Be present in worship and fellowship time 2x a month
- When appropriate, suggesting outside resources as needed in support of parishioner's needs
- Record and follow up on Prayer Requests
- Report on quarterly basis to Decker Fund and Parishioner's Fund
- Leveraging social media as a means to communicate awareness of the programs we offer

Secondary Duties and Responsibilities

- Organize opportunities and programs as needed for populations served
- Develop worship opportunities centered around healing
- Preach in Sunday worship on a quarterly basis and participate in other services, as requested
- Represent St. Stephen's at community forums related to Caring Ministries
- Attend relevant functions within the St. Stephen's community to establish connection and rapport