



## POSITION DESCRIPTION – CARE MINISTER

**HOURS:** Full Time, Exempt  
**SALARY:** Based on experience  
**REPORTS TO:** Senior Pastor

**PURPOSE:** To serve the church by developing, coordinating and administering an effective and comprehensive care ministry to the congregation and providing leadership to and supervision of volunteers and staff involved. Engage in team ministry cross-training to become prepared for future ministry responsibilities.

**QUALIFICATIONS:** A rostered minister in the LC-MS or in the process of becoming rostered with the ability to oversee numerous area of ministry that provide care.

### RESPONSIBILITIES INCLUDE:

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1. Work with the Pastoral staff to develop and implement a process to meet the spiritual needs of the hospitalized, homebound and hurting.
2. Supervise and provide leadership to Timothy's care ministries (Stephen Ministry, Prayer Ministry, Health Ministry, Helping Hands Ministry, Card Ministry, Transportation Ministry, Giving Tree, Community Care, Ray of Hope, etc.)
3. Supervise and provide leadership to Timothy's Life Lines Groups. (Cancer Support, Divorce Care, Grief Share, Break Time Club, Teen Club, Simply Singles, etc.)
4. Provide leadership to Timothy's Women's Ministry (Women of Hope)
5. Work with the Give Commission to identify and coordinate stewardship education programs as well as the Time and Talents of the congregation.
6. Work with the Give Commission to approve and monitor ministry fundraising.
7. Work with the Give Commission to provide strategies and tactical support for the key performance areas developed by the Executive Board and Commissions; report on projects handled through the office of Care Ministry.
8. Provide leadership and supervision for Timothy's quarterly publications, "Get Connected" and "Celebrate".