



Job Description

Position: Pastor/Director of Congregational Care

Reports to: Campus Pastor, Wheaton Campus – Brad Thayer

Schedule: Part-time; Hourly, non-exempt, 1200 hours per year, includes some weekends

Employment

Classification: Pastor/Director (D)

Role Overview:

The Pastor/Director of Congregational Care is a leader of leaders, responsible for recruiting, equipping, and supporting lay leader volunteer teams, Team Leaders and Ministry Leaders involved in Congregational Care. This ministry exists to support evangelism, discipleship, life transformation and spiritual formation, aligned with our mission of *Helping People Find and Follow God*. Areas of oversight include support groups, prayer teams, visitation and care teams.

Role Responsibilities:

- Oversight of the Congregational Care and Support Ministries budget.
- Partner and collaborate with other Congregational Care Pastors and Directors across Campuses as needed.
- Respond to congregational care needs, including:
 - Follow-up on prayer requests, care voicemails, and emails.
 - Meet with individuals, couples, or families in need, etc.
- Coordinate funeral arrangements in partnership with relevant staff.
- Oversee Campus Assistance initiatives and lead the Assistance Team in alignment with the Assistance Policy.
- Provide care support for all ministries in communication with Campus Staff and lay leaders.
- Mobilize and oversee a Congregational Visitation team.
- Ensure all Care contacts are recorded and updated in Rock.
- Maintain accurate ministry rosters, serving teams and leaders records in Rock.
- Meet regularly with the Campus Pastor.
- Engage in Campus activities.

Additional Requirements:

- Attend weekly Campus and ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church upon employment. (Spouse included within 12 months if married.)
- Demonstrate basic proficiency in Microsoft Office.
- Maintain appropriate confidentiality and discretion in all care-related conversations and ministry interactions.
- Embrace a team mentality and a servant-hearted willingness to take on other duties as assigned.