



Job Description

Job Title: Pastor/Director of Prayer & Care	Revision Date: July 2019
Department: Outreach	Job Classification: Exempt

Position Overview: The Pastor/Director of Prayer and Care will lead Northshore’s efforts to provide pastoral care and support to our congregation and community. This includes ensuring pastoral support through major life events such as weddings and deaths as well as overseeing emergency financial assistance (Compassion Fund) to our congregation and immediate community. They will champion the importance of prayer in our church and oversee prayer support for our ministries and congregation. (See Northshore Community Church Mission/Vision/Values.)

PRIMARY AREAS OF RESPONSIBILITY

- **PRAYER**

- **Collaborate with Northshore leadership** to clarify and make infectious Northshore’s vision, and culture of prayer.
- **Soliciting and Processing Prayer Requests** - See that all prayer requests from Sunday Worship Services, the Prayer Line, emails, and phone calls are effectively responded to: documented in Fellowship One and dispersed to the proper Prayer Teams: (Pastors/Directors and NCC Prayer Teams)
- **Prayer Teams** - Recruit, train and oversee Northshore members to participate in various Prayer Teams who will intercede regarding the submitted prayer requests.
- **Post-Worship Service Prayer** - Recruit, train and oversee the After-Service Prayer Team consisting of those who (in addition to our Pastor/Directors) are available to pray with people who come for prayer after the Sunday Worship Services.
- **Requests for Prayer and Anointing** - Facilitate times of Prayer and Anointing when requested by Northshore members and attenders. Engage Overseers, Pastors, Directors and Prayer Team members as well as the family and friends of the petitioners.
- **Prayer and Care Team Leaders** - Provide training, support, appreciation and team building in Prayer and Care Team meetings.
- **Prayer Support for Selected Northshore Ministries** - Orchestrate special prayer gatherings in support of major outreaches: Christmas, Easter, etc.
- **Prayer Groups** - Recruit and oversee leaders of ongoing prayer groups ensuring that their focus is consistent with the vision of prayer at Northshore.

- **CONGREGATIONAL CARE**

Collaborate with Northshore leadership to clarify and implement Northshore’s vision, and culture of care – supplementing the care provided by our Life Group ministries.

- **Follow up on Prayer Requests**
 - Recruit, train and oversee a team to follow up with those who have submitted prayer requests and offer additional support from one of Northshore's ministries when needed.
- **Hospital Visits**
 - Recruit, train and oversee a team to supplement the support offered by Life Group leaders and groups seeing that Northshore members who are in the hospital are ministered to through on-site prayer and the care of presence.
- **Pastor/Director on Call**
 - Organize, schedule and maintain a system utilizing appropriate staff and volunteer resources to provide prompt and available response to people who contact Northshore after hours seeking Pastoral Care.
- **Care for Home Centered Seniors (*Senior Connections Ministry*)**

Recruit, train and oversee leaders and team members who minister to Seniors who are home centered and are:

 - Directly affiliated with our church or
 - Family or friends of our members
- **Memorial Services**
 - Coordinate Northshore's ministry to members who have recently lost loved ones.
 - Extend comfort, support and spiritual care.
 - Offer practical assistance in navigating the details after a death.
 - Work with the family to schedule, plan and conduct a memorial service at Northshore, a Funeral Home or Cemetery.
 - See that a suitable reception is provided following a Memorial Service at Northshore.
 - Acquaint folks with NCC's ongoing ministry to those who are grieving.
- **Weddings**
 - Oversee Northshore's Wedding Ministry.
 - See that Northshore's wedding policy is updated and posted on our Website.
 - See that applications for a wedding at Northshore are processed effectively.
 - Recruit, Train and oversee a team of lay leaders to conduct Premarital Counseling Groups.
 - Oversee the rotation of Northshore's Pastors in conducting weddings.
 - Communicate with Northshore's Director of Facilities and Wedding Coordinator regarding wedding scheduling and ceremony details.
- **COMPASSION FUND**

Oversee Northshore's Compassion Fund Ministry under the supervision of the Pastor of Outreach.

 - Team with the Compassion Fund administrative assistant to create and maintain effective benevolence systems and adhere to sound financial procedures.
 - Recruit, train and oversee a Compassion Fund Interview Team who:
 - Meet with applicants to review their requests and paperwork.
 - Assess their situation and write up a recommendation regarding assistance from our fund.

- Consider the recommendations from the Interview Teams and make the final decisions on the approval of assistance.
 - Submit check requests to the Director of Finance for the distribution of approved assistance.
 - See that electronic records and paper files are properly maintained.
- **GENERAL STAFF RESPONSIBILITIES:**
 - Lead and serve in a spirit of cooperation and collaboration with the entire leadership of Northshore (Overseers, Staff, Lay Leaders, etc.)
 - Participate in Northshore staff meetings.
 - Participate as a leader and in major Northshore events as directed.
 - Execute other duties as assigned.

REQUIREMENTS

- Ten years of leadership experience in a large church (strongly preferred).
- Demonstrated effectiveness in leading teams and motivating leaders.
- Ability to think strategically, set priorities, be decisive and manage change.
- Ability to recruit and manage ministry staff.
- Ability to manage budgets and assess ministry effectiveness.
- Highly organized, skilled in planning, passionate about excellence.
- Demonstrates excellent communication and interpersonal skills with staff and congregation.
- Mature in faith, humble in demeanor, and self-aware.
- Passionate about the vision of Northshore Community Church, theologically aligned with Northshore's Statement of Faith, and committed to Northshore's Staff Values.
- Fulfill the character requirements found in I Timothy 3.
- Have a deep, growing love for the Lord.
- Strong interpersonal skills.
- Good computer skills. Basic to advanced knowledge of Microsoft programs.
- Ability to work as team member to accomplish desired results.
- Be a Northshore member or pursue membership (if not already).

REPORTING RELATIONSHIPS

- **Immediate Supervisor:** Pastor of Outreach
- **Supervises (Staff):** Prayer & Care Ministry Assistant

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the church.