



SYCAMORE UNITED METHODIST CHURCH

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SYCAMORE UNITED METHODIST CHURCH MINISTER OF CONGREGATIONAL CARE & OUTREACH Job Description

Reports To: Lead Pastor; connects with SPRC through designated contact

FLSA status: Exempt

Salary & Benefits: Commensurate with experience and agreed upon number of hours per week (approximately 25)

For more than 180 years, Sycamore United Methodist Church has served God in the Sycamore-DeKalb area, spreading Christ's love through outreach to congregants and other community neighbors. As Sycamore UMC moves into the future under our new lead pastor, we are reconfiguring our staff positions to better coordinate connections between congregants. The goal is to empower the congregation to establish connections and help each other and their neighbors in Christ's name.

To that end, our Minister of Congregational Care and Outreach will work in coordination with the pastors, staff, and lay care teams to offer spiritual support, compassion, and caring as well as tangible assistance to church constituents and their families. The Minister of Congregational Care and Outreach ("MCCO") will assume some of the duties previously assigned to the Director of Senior Ministries. That position involved supporting senior adults and their families facing challenging situations related to aging and illness, through programming and visits. The MCCO's focus will be less on programming and more on connecting adults of any age facing a life challenge, seniors included, with others in the congregation or community who have similar experiences and can help find God in the challenges. A particular sensitivity to the issues of aging is important given Sycamore UMC's demographics. The duties of the Minister of Congregational Care and Outreach extend, however, to all age brackets.

Essential Tasks:

Oversee, organize, and provide congregational spiritual support

- Work with pastors, staff, and lay persons to address spiritual care needs and visit individuals in their residences and at hospitals, as needed and requested
- Assist church members, families, and staff to incorporate spiritual care in difficult or painful situations (acute or chronic health, family dynamics, bereavement, etc.)
- Assist the church's leadership in inviting, empowering, and spiritually equipping congregants for greater lay involvement on care and outreach teams such as:
 - Caring Ministry Network (sharing Word, prayer, Communion, and fellowship with constituents who are homebound)
 - United Women of Faith and United Methodist Men groups
 - Hope Haven meals, Meals on Wheels, Food Pantry
 - P.R.I.D.E., a group working to enhance inclusion in the church community
 - Good Neighbor Refugee Team
 - Adult Christian education offerings
 - Other care and outreach groups as they develop
- Work with existing database systems to track care provided and ensure appropriate follow-up

Be the pivot point for information about educational programs, fellowship opportunities and resources

- Strengthen congregant relationships with the church by connecting individuals with activities based on their gifts and talents
- Share information about community-sponsored workshops/presentations on topics that include but are not limited to living with chronic illness, healthy aging, advance directives, hospice, forgetfulness, depression, senior living facilities, etc.
- Provide short-term assistance with the start-up of ad hoc groups that lay members wish to pursue in areas such as grief support, dementia, etc., helping groups move to a fully lay leadership model
- Guide and provide resources/referrals when crisis intervention or case management is needed.

Participate in leading the church's worship and prayer life

- Regularly assist with leading worship
- Work with Discipleship leaders to encourage spiritual practices and occasionally lead a small group
- Opportunity to preach if desired

Required Knowledge, Skills, and Abilities:

- Engages in spiritual formation practices; comfortable sharing own faith story and beliefs
- Has experience in working collaboratively with diverse populations
- Able to triage between multiple areas and people requiring attention
- Strong, hands-on experience with Microsoft Office and database software (Blackbaud helpful)
- Demonstrates good delegation skills and promotes others letting their light shine
- Understands what constitutes spiritual distress and knows when to refer
- Strong organizational and spoken and written communications skills
- Bachelor's Degree in a related field and at least three years relevant experience
- Some knowledge of relevant resources in the DeKalb County, including counseling services, hospice, nursing homes, Medicare and Medicaid, etc.

Work Environment:

- Rural/suburban
- Limited office time: the majority of their time working, the Minister of Congregational Care and Outreach will be out in the community, visiting congregants in their personal setting, whether private home, assisted living/nursing facility, or in the hospital.

Special Requirements:

- Must attend weekend worship services; occasional evenings and weekends for committee/council meetings, workshops, and retreats
- Satisfactory pre-employment background and reference checks

Please send resumes to: Pastor MaryLou Eubanks, mleubanks@sycamoreumc.org