



Director of Congregational Care

REPORTS TO: Senior Pastor

STATUS: Full-time, exempt

DIRECT REPORTS: Administrative Assistant for Congregational Care and Membership

POSITION SUMMARY

The Director of Congregational Care leads the church's system of pastoral care and belonging from the first visit of a prospective member through the last visit at the bedside. This position builds and sustains a lay care network capable of reaching a congregation larger than any one staff person can visit and ensures that no member becomes invisible to the church.

QUALIFICATIONS

Required

- Personal faith in Jesus Christ as Lord and Savior.
- Alignment with the core values of Birmingham and Berkley First UMC.
- Ability to respond pastorally to the needs of the congregation and community with confidentiality, kindness, concern, and honesty.
- Demonstrated leadership within the United Methodist Church or a comparable setting, including supervision of staff or teams, collaborative work, and a proven history of developing and leading volunteer teams.
- Demonstrated excellence in written and verbal communication.
- Completion of Safe Gatherings or similar certification and a satisfactory background check prior to start.
- Ordination as a Deacon, Elder, or Licensed Local Pastor in the United Methodist Church ~ or ~ Substantial equivalent preparation and experience in pastoral care, chaplaincy, social work, counseling, or a related field.

Preferred

- Previous experience in congregational care in a multi-staff or multi-site congregation.
- Clinical Pastoral Education (CPE) units or equivalent training in crisis and grief care.
- Familiarity with church database and membership record systems.

PRIMARY RESPONSIBILITIES

Pastoral care and presence

- Build and maintain a working list of all persons in need of pastoral care, beginning with proactive outreach to senior and homebound members.

- Visit congregants in hospitals, homes, nursing homes, rehabilitation facilities, and hospice.
- Meet with people in crisis and refer to appropriate professional care; maintain a current referral network of counselors, agencies, and community resources.
- Support congregants and families in discerning care options, including end-of-life decisions.
- Carry the Pastor on Call phone on the assigned rotation and reassign it to another member of the clergy team when appropriate.
- If ordained, perform funerals, weddings, and baptisms as requested. If lay, provide pastoral presence and family support, and coordinate with the clergy team to schedule and brief the officiant.
- Plan and conduct the annual Service of Hope in partnership with the clergy team and the Director of Music and Worship.

Congregational care system and volunteer leadership

- Develop and implement a congregational care system encompassing volunteer recruitment, training, scheduling, visit assignment, record-keeping, and follow-up accountability.
- Identify and develop lay leaders for care and hospitality ministry teams while fostering a strong and supportive team culture.
- Recruit, train, assign, and oversee volunteers for the usher and hospitality teams.
- Maintain a culture of confidentiality throughout the congregational care system, including written expectations and annual training for care volunteers.

Membership and belonging

- Schedule and lead Discover First membership classes throughout the year.
- Encourage new and existing members to find their place in the life and work of the congregation, connecting them to ministry teams, small groups, and service opportunities.
- Oversee membership record-keeping and prepare annual church conference reports.
- Provide weekly reports to the Senior Pastor and applicable leaders on visitations, deaths, hospitalizations, weddings, and other life status changes within the congregation.
- Manage the department budget.
- Assist the Senior Pastor as requested.

TO APPLY

Please submit a letter of interest and resume to Casey Proch, Executive Director of Operations, by November 1. cproch@fumcbirmingham.org

Birmingham and Berkley First United Methodist Church is an equal opportunity employer.

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