

FIRST PRESBYTERIAN CHURCH

JOB TITLE: Director of Prayer and Care

MINISTRY AREA: Care/Senior Adults REPORTS TO: Associate Pastor of Outreach and Adult Ministry
Senior Pastor/Head of Staff 09-18-2023 Personnel Committee 10/11/2023
Prepared By: mo-dd-yr Approved By: mo-dd-yr

INTERESTED APPLICANTS PLEASE E-MAIL REV. DR. MURRAY GOSSETT at murrayg@firstpres.com

Part Time 10-20 hours a week Background Check Required

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

To provide vision and direction to the care ministries of First Pres with a particular emphasis on hospital visitations, homebound communion, prayer, and senior adult ministries of First Pres.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

1. Provide oversight, direction, and training for hospital visitation and homebound visits, praying for those who are sick and/or having surgery each week. Equipping elders to help do the same.
2. Provide vision and direction to a strategic prayer ministry of our church as we seek to reach the city and the world with the gospel of Christ.
3. Develop circles of care in each neighborhood where we have church members so that church members will know there is someone in their neighborhood from First Pres who can help them, pray for them, and encourage them as needed.
4. Use these neighborhood based circles of care to start neighborhood small groups as the Spirit leads (like Lent In The Living Room or Dinners for 8).
5. Use these neighborhood based circles of care to pray for our neighbors and encourage them to join us in worship at First Pres.
6. Help lead same gender triads as a part of the Session's vision of discipleship where we build Christ centered grace filled communities.
7. Teach Adult Sunday School class as needed to offer theological direction for the continued development of compassionate community and active discipleship in the life of our senior adults.
8. Assist in worship as needed.
9. Participate in weekly staff chapel and staff meetings as well as staff retreats.
10. Attend and help facilitate as needed monthly events of our senior adults (NUFFS).
11. Attend monthly Session Meetings to help direct the prayer time for the Session and lift up particular prayer concerns within our congregation as we seek to equip elders to do hospital visits.
12. Participate in midyear and annual review process with supervisor

13. Other duties as requested by supervisor or head of staff

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

1. Teach Sunday school and Wednesday Night classes as needed
2. Preach as needed.
3. Perform Funerals as needed.

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

Requirement:

Called by the Lord to this ministry as a part time vocation; someone who loves Jesus and values people over programs; who has a passion for discipleship and care ministry. One who is committed to making disciples of Jesus Christ both inside and outside the walls of First Presbyterian Church and has a vision for how God can use prayer to transform our church, Amarillo, and the world.

Preferred:

This person should have experience in ministry to the sick and elderly and the gift of teaching and a passion for intercessory prayer.

Desirable:

That this person has gone through the difficult but great joy of trials and sufferings that refine the heart to become humble and compassionate.

VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

Prepare and present the annual budget for Care Ministry.

Stay under budget for Care Ministry once the budget has been approved by session.

VII. EXTENT OF PUBLIC CONTACT (Within and outside the church)

This position is in contact with staff, members, and visitors of First Presbyterian Church.

VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

Majority of the time out of the office will be contact work, hospital visits, homebound visits, daytime retreats, etc. The work out of the office could present different physical demands (i.e. retreats or mission trips, etc.).

IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

There is necessary travel with this job, i.e. NUFFs daytime retreats, contact work, hospital visits, home visits. This job requires 10-20 hours a week, but when the Director of Care, Prayer and Senior Adults Ministries works more than 20 hours in a given week, it is expected that he or she will work less the next week to offset the work that was done the previous week. For the year the Director of Care, Prayer and Senior Adult Ministries should work no more than 20 hours a week, 48 weeks a year, or a total of 960 hours a year