PENN CENTRAL CONFERENCE OF THE UNITED CHURCH OF CHRIST

POSITION DESCRIPTION

Facilitator of Care to Clergy and Clergy Families

The Facilitator of Care to Clergy and Clergy Families is a part-time position (25 hours per week). This person will be responsible for assessing and responding to pastoral care needs of clergy and clergy families in coordination with a team of pastoral chaplains throughout the Penn Central Conference.

This person is hired and supervised by the Conference Minister.

QUALIFICATIONS:

- Ordained and authorized United Church of Christ pastor, in good standing, with experience as a local church pastor with some chaplaincy training/experience or demonstrated experience in counseling and/or social work.
- Emotionally mature, self-differentiated, with a deep faith, comfortable with being the first contact to clergy and clergy families in a variety of situations.
- Documented theological training.
- Familiarity with family systems theory preferred.
- Clinical Pastoral Education preferred.

RESPONSIBILITIES:

1. Provide first contact within 36 hours via phone call with clergy and clergy families in need or in crisis, as referred by PCC staff.

2. In consultation with PCC staff, assess and arrange for individual and family counseling, financial guidance, bereavement care, and support during illness or other personal/church emergencies. Provide follow-up as needed.

3. Recruit and train volunteer Association-based chaplains to assist in providing pastoral care for clergy and clergy families of the Penn Central Conference.

4. Develop a training program for the volunteer Association-based chaplains that includes:
    a. boundary training
    b. determining when it is appropriate to refer to another chaplain/counselor, etc.
    c. clarifying confidentiality issues from a legal and ethical understanding
    d. supportive gatherings of volunteer chaplains

5. Work with Associate Conference Minister for Congregational and Ministerial Excellence and Committees on Ministry (COM) to discern problems before they become crises by participating in periodic clergy reviews or other interventions when invited.

6. Work with the UCC Pension Boards and annuitant visitors to support emerging needs of retired clergy.

7. Attend PCC staff meetings, provide PCC Board reports on a scheduled basis, and provide e-newsletter reflections on a regular basis.

8. Provide assistance (as able) to the Conference Minister in situations of church/clergy conflict and/or transition.

9. Assist PCC staff with other duties as time allows, including PCC Annual Meeting.

COMPENSATION: This is a part-time contracted position at $35,000 annually.

- Mileage to be paid at the current IRS rate.
- Two weeks paid vacation time to be coordinated with the Conference Minister in advance.
- $500 annual budget for books, resources, etc.
- $1000 annual budget for continuing education.