

**Pastoral Care Support
King of Glory Lutheran Church
Fountain Valley, CA**

The primary purpose of the job is to establish the Stephen Ministry as a self-sustaining process in this congregation. A secondary purpose is to assume some additional pastoral responsibilities within the congregation.

The primary ways in which these purposes will be manifested are as follows:

- Directly supervise the Stephen Ministry within the congregation
 - Seek internal leadership, develop a cadre of Stephen Ministers, and establish processes that will institutionalize this care ministry
 - These actions may well include development and submission of a proposal to the Pacifica Synod to establish a Stephen Ministry position to be shared among interested congregations, perhaps as a pilot project
- Coordinate the Prayer and Care ministries within KOG
- Preach and/or perform the liturgy in the Pastor's absence
- Handle pastoral duties for Pastor's absences
- Perform tasks and responsibilities assigned by the Pastor and/or Congregation Council Executive Committee

This is a part-time position, planned for approximately 50 hours/month. The initial premise is that this position will last approximately one year, although that could be extended with identified need and funding.

Wage will be based upon the candidate's experience and skills. Benefits are not planned as part of the position; if benefits are sought, there would be a corresponding adjustment in wage.

These skills and experiences are required for successful performance in this role:

- Christian behavior in all interactions and areas of job responsibility
- Complete confidentiality (i.e., not to be shared other than with the Pastor or officers of the congregation) regarding all church-related records, documents, behaviors, conversations, activities and other elements
- Skill in use of computer programs and software, particularly Publisher, Excel, Word, and PowerPoint
- Ability to work without close supervision
- Ability to organize and prioritize effectively
- Ability to exercise appropriate judgment regarding aspects of congregational business
- Ability to work well with others, including in a leadership role
- Ability to communicate well, including written, verbal, and listening skills

Cover letter and resume should be sent to kogcareandprayer@gmail.com. Questions may be addressed to Congregation President Gerry Marecek at 310.977.8486.

January 26, 2018