

Ministry Facilitator

- The primary duty of a Ministry Facilitator is to connect with each congregation of the Lutheran Church Missouri Synod within the region they serve.
- This contact should include telling the story of Voice of Care, recruiting ministry sites within each circuit, and recruiting volunteers to serve at these sites and also facilities for people with disabilities located within the region.
- Furthermore, the Ministry Facilitator would train and oversee these volunteers until such time that they can maintain the ministry themselves.
- The Ministry Facilitator would have a relationship with facilities for people with disabilities within their region so to offer chaplaincy services when needed beyond what the volunteers could do.
- As time and opportunity presents itself, the Ministry Facilitator may connect with congregations outside of the LCMS while retaining the theological position of Voice of Care.

Minimum Criteria for Ministry Facilitator:

- Preference will be given to those candidates eligible to be a rostered member of the Lutheran Church Missouri Synod. If not eligible to be a rostered member of LCMS, candidate must be a member of an LCMS congregation and have a background of working with people with special needs (i.e. social work, special education, nursing, or counseling).
- Will demonstrate personal values consistent with the Voice of Care mission.
- Must have ability to articulate the Voice of Care vision from a personal faith perspective that is consistent with Lutheran theology, that is, grace-based, sacramental and scriptural.
- Will possess excellent written and verbal communication skills and potential for developing and strengthening community relationships.

Current Estimation of Hours per Month for Assuming Duties:

- **Connecting with each congregation as assigned** **26 hours/44%**
 1. Have continual “touches” with each congregation.
“Touches” are defined as contacts which enable a church to see and understand the value of supporting Voice of Care. These “touches” will include thank you visits to supporting congregations and pastors, delivering materials or information to a church office secretary (asking them to share with congregation in appropriate ways), issuing personal invitation to the Voice of Care annual meeting and other events.
 2. Attend circuit visitation meetings as assigned, sharing information on opportunities to for participating in and supporting the Voice of Care mission.
 3. Consult annually either in person or by phone with each assigned “Ministry Site.”
“Ministry Site” is a church doing intentional ministry among people with disabilities.

4. Develop a strategic plan to move churches into becoming a *“Ministry Site,” “Partner Church,”* or *“Sustaining Partner Church.”*
“Partner Church” is a congregation that promotes or participates in Voice of Care’s ministry.
“Sustaining Partner Church” is a congregation that financially supports the ministry of Voice of Care.
5. Review and enhance Voice of Care’s current and ongoing congregational opportunities for broadening community engagement, with an eye to efficiency and effectiveness.

- **Recruiting and Training Volunteers** **18 hours/30%**

1. Use and adapt Voice of Care training material as necessary and directed by the Director of Ministry Facilitators.
2. Arrange for execute the training programs Voice of Care has to offer within the region.
3. Develop *“Ministry Sites”* and train volunteers specific to the program.

- **Maintaining “Facilities” and Cultivating New Ones** **12 hours/20%**

- “Facilities”* are outside organizations which work with people with disabilities and desire to address their spiritual needs either via Voice of Care-trained teams or by bringing clients to a *“Ministry Site”* opportunity.
1. Using *“Jesus Time”* Ministry or other approved devotional programs, the Ministry Facilitator will conduct accessible and inclusive worship time. This may also include conducting memorial services for *“Facility”* participants.
 2. After assessing the gifts and talents of existing volunteers, the Ministry Facilitator will train additional volunteers as needed to assume ministry at a facility.
 3. The Ministry Facilitator will research the area for new *“Facilities”* that may be receptive to offering Voice of Care-facilitated spiritual care opportunities and will recruit area congregations to provide *“Jesus Time”* at the *“Facilities”* or become a *“Ministry Site”* and offer a *“drop off”* spiritual care opportunity on the congregational property.
 4. Make hospital visits to *“Facility”* participants when appropriate.

- **General Office Work and Spiritual/Professional Growth** **4 hours/6%**

1. Communicate regularly with Director of Ministry Facilitators, attend staff meetings and Voice of Care events, and when directed, participate in Voice of Care training sessions – either as participant or presenter.
2. Prepare and submit monthly time sheets and mileage logs by designated due date.
3. Prepare and submit ministry reports as assigned or scheduled by the Director of Ministry Facilitators and Executive Director.
4. Participate in ongoing professional growth, both personally, and as directed by the Director of Ministry Facilitators and Executive Director.
5. Participate in ongoing spiritual growth, personally, as well as in the manner of Lead Like Jesus, and as directed by the Director of Ministry Facilitators and Executive Director.