Love God
Love Others
Share the Good News

SUMMIT CHURCH

Being Jesus Christ to the World

JOB DESCRIPTION

Caring Ministry Director (October 2026)

PURPOSE: Develop & implement a caring ministries system that provides love, support, & care for anyone in the church or community.

SKILLS & QUALIFICATIONS:

- A heart for God & a passion to equip, train, & empower others to lead in Caring Ministry.
- Ability to build relationships & community within the church body.
- Strong organizational, verbal, & written skills & attention to detail.
- Ability to recruit & develop people in order that they might engage in ministry within the context of the various Caring Ministry Teams.
- Work cooperatively with others to meet group & organizational goals.
- Lifelong learner who will attend continuing education events.
- Must complete Safe Gatherings Training & background check process.

EDUCATION & EXPERIENCE:

- Bachelor's degree in counseling or related field will receive preference.
- Previous experience walking with others through crisis, grief and trauma or difficult circumstances.

SUPERVISION: Reports directly to Jake Forsythe & Indirectly to the Directional Team
Your Direct Reports: Caring Ministry Leaders, Caring Ministry Team Members

WORK WEEK: Approximately 40 hours

POSITION CLASSIFICATION: Full-time, lay, exempt

BENEFITS: As described in the Personnel Policies & Procedures Manual for Lay Employees

COMPENSATION: Total salary package with benefits of $60-80K depending on education and experience.

RESPONSIBILITIES:

- Attend church events & worship services to build relationships with the congregation.
- Work with the various Caring Ministries Teams & Leaders to develop & coordinate ministries which provide care for people inside & outside the church.
- Coordinate with Lead Pastor to provide support as crisis situations arise including on call availability for emergencies.
- Recruit, train, & resource "Care Ministers" for various caring ministries such as:
    - Grief Companioning Team
    - Hospital Visitation Team
    - Prayer Ministries (Prayer Team, Prayer Quilts, Baby Blankets, etc.)
    - White Lanyard Team (Prayer & Support after weekend worship services)
    - Nursing Home & Homebound Ministries
    - Cards & Blessings Ministry
    - End of Life Bereavement Ministry
    - Support Groups for grief, divorce, etc.
    - Meal Ministry
- Foster a culture of growth within the Caring Ministry Team & provide opportunities for ongoing spiritual & leadership development.
- Promote & publicize Caring Ministry Volunteer opportunities throughout the year.
- Assist & provide support in starting new caring ministries when needed.
- Provide caring support to the dying & their families, helping to plan memorials & funerals as needed.
- Receive & respond to connect card prayer requests & check in with people on the prayer chain regularly.
- Serve in the Welcome Center at least 3 weekends per month to connect with people.
    - Is often the first point of contact at weekend worship services & throughout the week to provide crisis intervention for those who are struggling.
- Have a plan in place to provide Communion to shut-ins during Lent & Advent seasons
- Provide support for "Blue Christmas" services as needed.
- Regularly implement Reflect, Adjust, Do (RAD) process within the caring ministries as a means of progressive development.
- Develop & oversee yearly budget for caring ministries & ensure leaders for each ministry area have what they need throughout the year.
- Duties may include weddings/funerals/serving communion/etc.
- Participate in staff leadership development & collaboration opportunities.
- Other duties as assigned & agreed to.

GENERAL EXPECTATIONS:

- Commitment to grow & mature as a disciple of Jesus, leading others out of a deep inner life with Jesus.
- Agree to live into Summit Church Staff Covenant, Guidelines for Conflict Resolution, Team to Team Best Practices & align with Summit Church Culture Shaping Behaviors.
- Humble & teachable spirit.
- Passionate about the vision & mission of Summit Church.