

Title: Director of Family Care + Counseling

Function: Oversee Family Ministries, including Park Kids and Park Teens, oversee care and counseling processes

Team: Community & Formation

Reports to: Interim Executive Pastor

Park Church exists to make disciples of Jesus for the glory of God and the joy of all people.

General Description and Responsibilities

The Director of Family Care + Counseling will support Park's mission by giving oversight to Family Ministries, including Park Kids and Park Teens, in order to see children be made into disciples, and to equip parents to be the primary disciplers of their children. In addition, this staff member will help develop, coordinate and oversee Park Church's care and counseling processes. The list of particular responsibilities listed below further outlines how these broad responsibilities are carried out.

Family Care Responsibilities

- 1) Work to encourage and equip parents as the primary disciplers of their children.
- 2) Seek to develop and promote family worship and godly parenting skills.
- 3) Develop ministries and resources to and for families, including Child Dedications.
- 4) Give vision and oversight to all of Family Ministry, including Park Kids and Park Teens.
- 5) Work with Park Kids and Park Teens leaders and volunteers to develop and/or research and implement curriculum for children ages 0-18.
- 6) Oversee and develop the Director of Family Ministry, the Park Kids Coordinator and the Park Teens coordinator.

Counseling Responsibilities

- 1) Provide counseling & care for people within the church body. This is anywhere from personal counseling to family, parenting and marital problems.
- 2) Help coordinate all counseling processes including intake, appointments, and follow up.
- 3) Develop and maintain a list of recommended professional counselors, including spending time with those counselors to make sure they are still someone that we are comfortable with our people meeting with.
- 4) Determine when a church member should see a professional counselor and refer them out.
- 5) Oversee, develop and train a team of non-professional counselors for lay-level care.
- 6) Ongoing care and equipping for lay-level counselors, including attending and leading a quarterly check-in and training meeting for them.
- 7) Coordinate and teach at events for care/counseling: lay counseling meetings, premarital/marriage seminar, marriage seminars, parenting seminars, grief/loss groups, classes.
- 8) Oversee the premarital counseling process, including teaching the class, gathering and equipping mentors couples and pairing them with engaged couples seeking premarital counseling.
- 9) Oversight of benevolence assistance, including leading a team who reviews the assistance requests and paying benevolence costs for members of our church body.
- 10) Oversight and interaction with the person leading our hospitality meal ministry
- 11) Act as a resource for elders, staff, GC leaders and others who are seeking guidance on counseling issues with people they are meeting with.
- 12) Develop and implement care and counseling systems across different areas of our church: staff, volunteers, lay leaders, etc.

Other Duties

- Assist with hospital visitations, officiating weddings and funerals, and general member care
- Perform any other duties assigned by our leadership team
- Help support and fulfill the mission, vision, core values, and goals of Park Church

Required Competencies

- Passion for, and knowledge about, how to equip parents to be the primary disciplers of their children
- Knowledge about counseling methodologies, most notably biblical counseling
- Competency in Biblical and Theological Studies
- Ability to handle sensitive issues, maintaining confidentiality regarding church and church member information
- Ability to work with and maintain positive relationships with others
- Ability to provide organized leadership to staff, volunteers and parents
- The ability to teach and communicate clearly in both oral and written forms
- The ability to manage personal and work schedule effectively and efficiently

- Knowledge of general office duties and protocol
- Computer knowledge and software application skills
- Multi-tasking, time management and prioritizing skills

Standard Meetings

- All Sunday Services
- Staff Meeting (Weekly)
- C&F Meetings (As Needed)

Expectations and Compensation

- 40-50 hours per week
- Salary and Benefits
- 15 days paid time off
- Cell Phone Reimbursement