

Position Title: Director of Pastoral Care and Christian Education (CE)
FLSA Status: Regular Full Time – Exempt **Prepared:** 6/4/2019

Approved: _____ **Effective Date:** 7/01/2019

I. Position Summary

The Director of Pastoral Care and Christian Education is responsible for all aspects of ensuring the care and connection of the congregation from a first time visit through full involvement and participation within the church. This includes development and leadership of a pastoral care function, newcomer assimilation, overseeing of all communication with the congregation, and our Sunday Worship guest services; “Hui Aloha.”

The Director of Pastoral Care is the executive and director of the pastoral care of the church, working under the Senior Kahu. The overall goal of this position is to build a community of care and compassion with new and existing members of the church.

This position is also responsible for the Christian Education Ministry and reports to the Senior Kahu who will complete an annual performance evaluation of the incumbent. The incumbent will have a close working relationship with the Pastoral Staff, Executive Director, other staff members, members of the Church Council, the Board of Trustees and the Deaconate.

II. Essential Duties and Responsibilities

Ministries/Facilitator

As Ministries Facilitator, guides and assists in implementing curriculum, events and activities.

Works with individual ministries providing guidance and support and acts as liaison between Senior Pastor and ministry leaders.

Provide leadership and assistance with small group ministries to promote bible study and group support that includes sharing, caring, accountability and prayer.

Assists the Senior Pastor in developing an annual church calendar and assists in the planning, organization and implementation of church events, activities and outreach programs under his direction.

Oversees the execution and administration of the 24 to Double program and promoting the Push Pay program to increase usage and overall tithing.

Project Coordinator

Develops and maintains a detailed project schedule which includes administrative tasks involved in executing all special projects.

Participates in team meetings and keeps accurate notes for Senior Pastor's review. Updates and maintains project calendars for use in Pastor's Office.

Maintains a project file to include hard and electronic copies in an appropriate filing system.

Compiles summary documents and evaluations for future reference.

Oversees the church's website to ensure all web content is current and consistent with Church's overall mission.

Christian Education Ministry

Ensures ongoing training, compliance and evaluation of Kawaiaha'o "Safe Church Policy."

Assists Senior Pastor in providing direction, spiritual oversight, vision, strategic development, and coaching for all Ministry Team members:

- a. Oversee leadership selection and training process, maintaining a high standard of excellence in those chosen for leadership.
- b. Shall be responsible to work with the Christian Education Ministry Teams in the development of a unified strategic plan that includes the following key areas: clearly defined values, mission statement, leadership development, evangelism, disciple making, worship, personal accountability, and ongoing evaluation.
- c. Shall be responsible for recruiting, training and development of adult leaders who have a passion for shepherding and discipling.
- d. Develop special events, church picnics, and activities that coincide with the church calendar such as Vacation Bible School, Christmas, Easter, etc.

Establish and maintain effective and regular communication with the Pastor, other relevant staff, Parents, Ministry Team Members, Church Officers, Trustees, and Church members to plan, prepare, coordinate, execute, supervise and evaluate all Christian Education programs (keiki to kupuna) at the church.

Develop programs that attract and provide spiritual growth for new families with children and youth to our church. These programs will be designed to help people discover, cultivate, and use their spiritual gifts and talents.

Develop strong spiritually grounded children and youth Christian Education programs including an active Sunday School, Vacation Bible School, Christian Endeavor, recreational programs (camps and retreats), social action programs, leadership training programs, youth counseling and guidance programs / conferences, and other children and youth programs of the church.

The Ministry Coordinator will also assist Kawaiaha'o School to assure that their Christian Education endeavors are in concert with those of Kawaiaha'o Church.

Administrative

- a. Support the Kahu, Board of Directors, Church Council, Staff and congregation by proactively developing, implementing and maintaining various forms of communications.
- b. Assist in formulating weekly bulletins for worship, monthly newsletters, and other forms of communication in the church, i.e., flyers and events.

Other Duties

- a. Participate in monthly Church Council meetings, weekly staff meetings, retreats and other staff events.
- b. Perpetuate Hawaiian cultural values and traditions among our members and church attendees.
- c. Other duties as assigned and agreed upon with the supervisor that are within the general scope of the position.

III Minimum Qualifications

- Minimum requirements – a Bachelor's Degree preferred or at least two (2) years of relevant experience in Christian Education and/or parish ministry or equivalent lay work. Experience working with a multi-ethnic congregation and commitment to the Hawaiian culture and its perpetuation.
- Demonstrated leadership and organizational skills.
- Basic computer fluency including word processing, email and Internet knowledge.
- Demonstrated communication and interpersonal skills.

Preferred Qualifications

- Preferred – a Bachelor's Degree in one of the following: education, human services, sociology, social work, Hawaiian Studies and two (2) years of experience in Christian Education and parish ministry.

The successful candidate must hold up Christian principles and fully support the vision and mission of Kawaiaha`o Church and its leadership team.

The ideal candidate is creative, have a passion for all ages, be energetic, hard working, and have the ability to motivate others.

The ideal candidate works efficiently and effectively in team situations, as well as independently in meeting the needs of our community.

Work Environment

A 40 hour work week is to be arranged by the candidate's supervisor to accommodate the needs of Church. Appropriate office attire is expected.

An employee handbook will be provided explaining additional conditions of employment and benefits. The employee will also receive an explanation of each provision of the employee handbook from the Personnel Committee Chair, or his/her designee. The employee, after reading, reviewing and understanding the provisions of the employee manual, will acknowledge receipt of the manual, agree to such conditions of employment and sign a separate document indicating such acknowledgement. Other forms of agreement between the employee and the Church may also require signature of the employee and will be presented at the discretion of the employer.

Recommended for Approval: _____
Chair, Personnel Committee Date

Approved: _____
Senior Pastor Date

Concur: _____
Chair, Board of Trustees Date