



Director of Health Ministries Job Description

I. Director of Health Ministries Activities

A. Overview:

The Director of Health Ministries works to support and promote the physical, mental, and spiritual health of the congregation, both as a community and with individuals of all ages. Though no specific ministerial (pastoral) training is required except as noted below, this is considered a ministerial position inasmuch as we are all called to be ministers to each other. When spiritual health needs arise, the Director will notify and work closely with the Pastor to ensure that those needs are met.

B. Responsibilities:

1. Conduct and coordinate consistent home visits to homebound members and facilitate access to other resources such as transportation and/or respite care.
2. Educate, advocate and confer with the congregation in health matters for all ages.
3. Promote health related activities, education, and volunteer opportunities in the church community.
4. Maintain knowledge of community health resources and refer members as needed.
5. Keep ongoing connections with the Faith Community Nurse Network (or equivalent) and other community health professionals.
6. Act as a resource on health needs and facilitate opportunities for related programming, consulting with the Health Ministry Team and the pastor.
7. Support and collaboratively lead the Caring Visitors Team.
8. Support the ministry of the Faith Community Nurse Advisory Team as appropriate.
9. Maintain medical equipment and supplies and perform routine maintenance and checks as needed.
10. Coordinate the loaning of medical assistive equipment (crutches, walkers, etc.) and supervise their storage when not out on loan.
11. Participate as a member of the church staff by accepting referrals from others, and attending staff meetings as requested.
12. Maintain records of activities, program assessment, evaluation and hours and submit to Personnel Committee and pastor.

C. Skills:

The Director of Health Ministries should demonstrate:

1. an understanding of and comfort with United Church of Christ values, including the congregation's commitments as an Open and Affirming Congregation that affirms and celebrates LGBTQIA+ persons;
2. skills to collaborate with our diverse congregation on their unique health and spiritual needs;
3. an ability to work independently as well as on a team;
4. the ability to problem solve through the use of nursing process skills;
5. an ability to interact with and utilize the resources of the Faith Community Nurse Network (or equivalent), using available resources for the church congregation;
6. professional oral and written communication skills;
7. a commitment to holistic health concepts, to wellness promotion/illness prevention and to this congregation's mission to be a healing community for body, mind and spirit.



III. Qualifications:

- A. BSN or RN, BSN preferred, completion of Faith Community Nursing course or equivalent, or willing to complete within one year.
- B. At least five years of nursing experience

IV. Time Commitment:

- A. Projected to be 12-16 hours per week.
- B. Days and times are flexible and determined by the Director of Health Ministries and the Pastor.

V. The Director of Health Ministries is Responsible to:

- A. The Director of Health Ministries will report to the pastor.
- B. The Director of Health Ministries will participate in at least one performance review annually with the pastor and a Personnel Committee representative.

VI. Method of Selection and Term of Office:

- A. Selection is done by the pastor, representatives of the Health Ministry Team and Personnel Committee.
- B. There is no set term of employment.