

The First Presbyterian Church of Bethlehem, PA is seeking a Pastoral Care Associate



This ordained individual represents the church and offers pastoral care in home or health institution visitations and other contacts involving care and support. Works with the Deacons and coordinates their pastoral care for at-home members and those in need of material or spiritual support.

2344 Center Street
Bethlehem, PA 18017
610-867-5865

Collaborates with the Associate Pastor of Formation & Justice to coordinate the activities of either the Congregational Life Committee (fellowship) or the Discipleship Committee (adult education), depending on gifts and interest. This position requires an ordained minister of word and sacrament.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinates and supervises church members to conduct pastoral visits and calls in hospitals, assisted living/skilled care, and personal homes. Draws upon resources of other pastors and volunteers.
- Works in concert with other pastors to provide clergy-based pastoral care as needed.
- Provides the Sacrament of Communion in the above settings, following the Book of Order of the PCUSA, and supports Deacons in offering at-home communion.
- Coordinates and conducts funerals with other staff including Pastors, Music Director, Office Administrator, and Facilities Manager.
- Acts as staff liaison to Deacons and **one** of two church standing committees: either the Congregational Life or the Discipleship Committee; provides support for the work of the selected committee by attending monthly meetings and planning programs with Deacons' Moderator, Committee Chair, and Associate Pastor of Formation & Justice.
- Participates in worship as invited by the Head of Staff.
- Conducts follow-up phone or personal calls post-hospitalization.

There are no supervisory responsibilities for this position.

Core Competencies

- Consistent servant spirit
- Dependability
- Initiative and commitment
- Integrity
- Teamwork
- Communications
- Friendliness
- Pastoral, professional judgment
- Self-confidence/poise
- Follow through

Half-time (20 hours per week); \$30,000.00 per year

Proof of full COVID vaccination is required of all employees.

Submit letter of interest and resume to HR@fpc-bethlehem.org.