

CARMEL BAPTIST CHURCH

Position Description

Care and Counseling Associate Pastor

Ministry Area: Pastoral Care and Counseling **FLSA:** Exempt

Reports To: CARE AND COUNSELING PASTOR

Supervises: Ministry Assistant, Lay Counseling Teams

The Care and Counseling Associate Pastor (CCAP) works with the Care and Counseling Pastor of Carmel Baptist Church. The CCAP is equipped to assist the Pastor of Care and Counseling in various aspects of Carmel Baptist Church (CBC) including individual pastoral counseling, hospital visitation, the bereavement process of Carmel members and family. The CCAP will oversee our support group ministry (Lay led groups) focusing on Lay Counseling training and development while coordinating with the Care and Counseling Pastor on a continuum of care over the lifespan of a Carmel member. The CCAP will oversee, train, and develop our bereavement teams (Lay led teams). The CCAP will assist the Care and Counseling Pastor on strategic planning for continuity of pastoral care across the lifespan of a Carmel member. This person carries out duties assigned by the Care and Counseling Pastor at CBC. The CCAP position is a ministerial position at CBC.

GENERAL QUALIFICATIONS

Education: A minimum of a Masters in counseling, counseling psychology or similar field from a Southern Baptist or comparable seminary or University is required.

Certification: Has or is able to get a certification in Biblical Counseling or Christian Life Coaching.

Skills: Must have an understanding of individual and family issues from a pastoral counseling perspective. A common understanding of mental health disorders as well as issues that impact both individuals and family including family composition such as blended families, childbirth, parenting, and other pertinent topics throughout the lifespan.

Experience: Minimum of five years of counseling/pastoral care ministry in a local church or para-church ministry is required. Experience with family crisis, helping families navigate the death of a loved one, as well as with hospital visitation is preferred.

Mental Requirements: Must have strong communication skills. Must have a positive demeanor and able to work with others in a collaborative way. Must be able to help people in crisis situations.

SCOPE OF AUTHORITY

Works closely with the Care and Counseling Pastor to coordinate and shepherd the counseling ministry of Carmel through the Carmel Counseling Center.

ESSENTIAL FUNCTIONS

- Provides pastoral care for the membership of CBC.
- Supports the pastoral/ministerial team as they face issues within their ministries.
- Assists the Care and Counseling Pastor in caring for CBC members in bereavement.
- Shepherd Carmel families through the planning and the implementation of a Celebration of Life service.
- Hospital visitation as needed.
- Works with the “Neighbors and Nations” teams on training and teaching helps for our ministry partners.
- Provides premarital, marital, and individual pastoral counseling to the CBC community.
- Attends weekly ministerial staff meeting.
- Will oversee our support group ministry. To include leader training and development of our lay counselors
- Lead, train, and develop our bereavement teams.
- Assist the Care and Counseling Pastor on strategic planning for continuity of pastoral care across the life-span of a Carmel member.
- Other duties as assigned