



Strongsville United Methodist Church
13500 Royalton Road
Strongsville, OH 44136

JOB DESCRIPTION – Caring Ministries Director

Position Overview

The Caring Ministries Director will lead the church in caring for each other during different seasons and difficult times of life so that people experience the healing power of Christ.

Primary Accountabilities

- Lead, coordinate and resource lay care ministers
- Lead, coordinate, and resource Stephen ministers (2 monthly meetings)
- Resource ministries such as the Grief Support Group and DivorceCare
- Maintain pastoral care database
- Schedule and prioritize visits and connection points with the pastors
- Identify, train, and resource the congregation to grow in the care they show to others as a mark of discipleship
- Direct pastoral care
 - Hospital, hospice, and shut-in visitation (on-call for 1-2 days/week)
 - Follow up on prayer requests or needs notifications from office (on-call 1-2 days/week)
 - Ongoing pastoral needs monthly phone calls

Secondary Responsibilities

- Stephen Leader training if necessary
- Funerals and memorials as requested if appropriately trained and credentialed
- Other relevant duties as the need presents itself

Reporting Relationship

- Reports to: Associate Pastor

Skill Set/Education Requirements

- Experience: spiritual caregiving, leadership, organizational skills
- Communicate clearly and compassionately by phone, email, and text
- Ability to use or learn Microsoft Office and Google Workspace products
- Demonstrated ability to perform necessary tasks with limited supervision
- Must be willing to work unusual hours



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Hours

- Twenty hours per week
- Schedule varies based on ministry meetings and pastoral care needs

Salary

- \$20,000-25,000 based on experience

To Apply

- Email resume to jobs@StrongsvilleUMC.org by October 13, 2025.
- Please include cover letter stating desire to work in caregiving ministry. If experience is in a different field, please share how you anticipate your skills translating to this role.
- Background check and references will be required of applicants who advance.
- Immediate opening