



First Presbyterian Church of Orlando

Who We Are: Everything we do flows from our belief in the God of the Bible who sent His son, Jesus, for the forgiveness of sin and the redemption of the world. The foundation is Jesus and the good news He brings to us (what we believe/our doctrine). We long to look more like Jesus every day. Our identity is shaped by who He says we are, rather than what the world says about us (who we are). As we are founded in and formed by the wisdom of God, through Jesus, we develop rhythms in our lives of work and rest, grace and truth, all to the glory of God and for the good of others (how we live).

Job Title: Director of Pastoral Care
Department: Congregational Care
Classification: Full-time
FLSA Status: Exempt - Ministerial
Reports To: Pastor of Congregational Care
Date: April 2026
Contact Information: email: sadams@fpc.org - Shirley Adams, HR Director

Job Summary:

As a Director of Pastoral Care, you will play a vital role in organizing and sustaining the diverse care ministries of our congregation. The Director of Pastoral Care reports directly to the Associate Pastor of Congregational Care. This multifaceted position requires a blend of compassionate communication and strong administrative skills. The ideal candidate is a detail-oriented professional capable of balancing sensitive interpersonal needs with the organized management of interdepartmental communication and church wide care initiatives.

Responsibilities:

General Administration & Communication

- **Information Management:** Maintain all hospital, prayer, and obituary lists, and distribute prayer requests to relevant groups, such as deacons, elders, and other church leadership.
- **Coordination & Scheduling:** Manage the Pastor On-Call and hospital visitation schedules, and process incoming care calls to assess member needs.
- **Operational Support:** Oversee the department budget, attend weekly staff meetings, and update pastoral care announcements for "Sundays at a Glance."

Deacons Ministry Oversight

- **Leadership & Training:** Oversee the Diaconate ministry, which includes conducting yearly training for incoming classes and providing updates on new procedures to current deacons.
- **Operational Management:** Schedule and prepare agendas for three to four annual meetings and manage the quarterly "Deacon on Duty" visitation rotations and lists.
- **Reporting & Recognition:** Review all care reports for accuracy, plan the annual deacon reception, and manage outgoing gifts and memorial engravings.

Funerals & Bereavement Support

April 2026

- **Service Planning:** Act as the primary organizer and liaison between families and staff (Facilities, AV, Music, Pastors) to handle death preplans and schedule funeral services.
- **Logistics & Collateral:** Create funeral bulletins, send official death notices, and coordinate necessary logistics for on-site services.
- **Ongoing Support:** Coordinate mailings of "The Journey of Grief" and provide administrative support for the annual Service of Solace and Remembrance.

Columbarium Management

- **Records & Sales:** Maintain all columbarium paperwork and online records, and assist interested parties with niche selection and payment processing.
- **Administration & Invoicing:** Manage the yearly invoicing for partial payments and oversee all related financial documentation.
- **Maintenance & Engraving:** Coordinate niche-cover engravings, submit required work orders for installation, and manage Memorial Wall engraving sales.

Preferred Qualifications

To be successful in this role, the ideal candidate should possess a blend of theological understanding, administrative proficiency, and a heart for congregational care.

Education & Experience:

- **Prior Chaplaincy Experience:** Demonstrated experience in a church/parish, healthcare, hospice, or military setting, with a strong background in providing emotional and spiritual support during crises.
- **Theological Training:** A degree in Theology, Divinity, or a related field (or equivalent ministry experience) is preferred.

Ministry Skills:

- **Pastoral Care & Counseling:** Proven ability to provide compassionate care to individuals facing illness, grief, or life transitions.
- **Lay Leadership Development:** Experience recruiting, training, and managing volunteers, specifically within programs like [Stephen Ministry](#) or a Diaconate.
- **Service Coordination:** Familiarity with planning and officiating/assisting in funeral and memorial services.

Administrative & Technical Proficiency:

- **Organization:** Strong multitasking skills to manage [Columbarium](#) records, departmental budgets, and church-wide schedules.
- **Communication:** Excellent written and verbal skills for drafting bulletins, announcements, and sensitive correspondence.
- **Software Skills:** Proficiency in [Google Workspace](#) (Docs, Sheets, Groups) and volunteer management tools like [SignUpGenius](#).

Work Environment

- Most of the time is spent sitting in a comfortable position with frequent opportunities to move about. In rare occasions, there may be a need to move or lift light articles
- Located in a comfortable indoor area
- Any unpleasant conditions would be infrequent and not objectionable