

Director of Care & Counseling

Department:	Connect	Weekend work:	Occasional
Reports To:	Executive Director	Overtime:	Salaried - Exempt
Hours:	Full Time	Pay Grade:	13

Purpose of the position: To lead a team of staff and volunteers in providing congregational support through the ministries of prayer, care & biblical counseling.

You may find out more about Gateway Church [here](#), including several [booklets](#) that provide insight into what we value as a church.

Interested candidates may apply [here](#).

Responsibilities:

Spiritual and Administrative Oversight

- Provide spiritual oversight and leadership for Gateway's care & counseling ministry - providing vision for the ministry as a whole
- Maintain systems for effective ministry (i.e. counseling requests and/or intake forms, tracking & communicating care needs/updates, etc.)
- Ensure all congregational support teams (prayer, Life Groups, pastoral care, visitation, and biblical counseling) are communicating and working together

Prayer, Care & Counseling

- Ensure care needs of the congregation are met
 - Work closely with Care Coordinator (deacon) & Life Group staff team to utilize church members for routine check-in & visitation needs
 - Perform emergency hospital or home visitations
- Maintain small biblical counseling case load (~6-8 hours/week)
 - Note, hands on counseling may require more hours initially until a larger pool of lay counselors are trained
- Consult with staff on counseling issues that arise in their ministry environments
- Maintain list of referrals for problems beyond the scope of Gateway pastors' or counselors' expertise

- Oversee Gateway's prayer ministry
 - Ensure appropriate follow-up to weekly prayer requests
 - Oversee end-of service prayer teams & Men-in-Prayer ministry
 - recruit & train new volunteers
 - coordinate with volunteer schedulers
- Responsible for Gateway's wedding & funeral processes
 - Oversee wedding process, including premarital counseling, delegating as requested or necessary
 - Perform, or ensure coverage for, funerals

Equipping: Education & Training

- Oversee ongoing training for volunteers in the prayer, care, and biblical counseling ministries
 - Ensure prayer & care volunteers have adequate training to meet the level of care they are asked to provide
 - Educate laypersons and professionals toward an understanding of the philosophy and practice of biblical counseling
 - Choose (or develop) a biblical counseling training program to be used by Gateway, and lead laypersons and professionals toward certification
- Post-training, vet counselors wanting to join Gateway's counseling team
- Offer seminars (open to anyone) 1-2x/year that provide teaching on topics that frequently come up in counseling & care ministry
- Oversee regular (quarterly) group meetings with counseling & care teams
- Provide support related to counseling & care cases

Other Responsibilities

- Supervise Life Group Director
- Oversee Connect ministry budget
- Willing and able to preach 2-3 times a year, preferred

Qualifications:

Education / Experience

- Bachelor's degree, preferably in related field
- Certified (or working toward) biblical counselor
- At least 3 years of biblical counseling experience in either a church or biblical counseling center, preferred

Technical Skills

- Proficient in the knowledge & use of database systems and Google Suite
- Able to easily learn new technologies

Gateway Church exists to glorify God by making disciples of Jesus Christ.

Personal Characteristics

- Deep buy-in and understanding of the mission and vision of Gateway Church
- Dependent on and connected to Jesus in prayer for his purpose and power in all things; spiritually mature
- Relational - ability to establish and maintain strong, healthy relationships with others
- Strong organizational and planning skills
- Proven leader who can develop and motivate others, and collaborate as part of a ministry team
- Excellent written and verbal communication skills
- Able to anticipate needs and proactively handle them; forward thinking