

Coordinator of Adult Ministries and Congregational Care

Bashford United Methodist Church-Madison is seeking applicants for a part-time (12-15 hours/week) position of Coordinator of Adult Ministries and Congregational Care. This individual will work in a team setting as a vital member of our small staff.

Applicants should have strong "people skills" and experience working in a multi-generational church or setting (an understanding of biblical knowledge and tenets is necessary). This position supports two main areas of ministry: on-going & new adult ministries and assisting the pastor in coordinating congregational care (systematizing pastoral visits, lay visits, communion stewards, and establishing Stephen Ministries & a parish nursing program). The heart of the position is to encourage, love, and resource congregants (participation, connection & support- not necessarily 'do' or lead all of the ministries).

This person should have excellent organizational & administrative skills. S/he must be available for worship services on weekends and high holidays. A background in theology, pastoral care, &/or teaching is preferred.

Resume and cover letter may be sent to Bashford Staff-Parish Committee, 329 North St. Madison, WI 53704 or email: bashfordumc@gmail.com by Friday, August 11, 2017.

Thanks!