

# ***Pastoral Care Coordinator***

*Christ Church Cathedral; Houston, TX*

The main responsibilities of the Pastoral Care Coordinator (PCC) is to coordinates the functions of several volunteer pastoral care ministries of the Cathedral and to provide administrative support for the Canon Pastor. This is a part-time (non-exempt) position that reports directly to the Canon Pastor.

## ***Specifically***

- Train, manage and schedule volunteer care givers.
- Maintain the cathedral's pastoral care database and prepare reports.
- Coordinate the Cathedral's card ministry with the Canon Pastor.
- Update and re-supply pastoral care literature and printed resources.
- Reserve conference rooms and marshal supplies for pastoral care events.
- Provide general administrative support to the Canon Pastor.

## ***Required***

- Proficiency with Microsoft Office (including Access).
- Good self-organization and time management abilities.
- Strong computer skills and a willingness to learn new technologies.
- Good interpersonal skills and demonstrated ability to work as a team player.
- Ability to keep confidences and work with sensitive material.

## ***Preferred***

- 1-2 years of experience managing volunteers.
- Familiarity with the liturgy and traditions of the Episcopal Church.

Christ Church Cathedral is a 3,600-member church in the Episcopal Diocese of Texas. It was founded in 1839 and is located in downtown Houston on its original site.

## ***To Apply***

Send cover letter, resume and three references to [humanresources@christchurchcathedral.org](mailto:humanresources@christchurchcathedral.org).