

Chapel Hill Presbyterian church

Job Description and Qualifications

JOB TITLE: Director of Counseling Services
DEPARTMENT: Renewal Ministries
CLASSIFICATION: 32 Hours/week
POSITION STATUS: Exempt, not eligible for overtime
REPORTS TO: Pastor Bill MacDonald
DATE: December, 2014

Purpose:

The Director of Counseling Services oversees all counseling ministries provided by CHPC to the church and the community. As a support function, Counseling Services interacts with multiple levels of staff in the organization and therefore requires a high degree of collaboration and team work. Together with their team, ensures that counseling services are available to meet the needs of the other ministry programs and the congregation and community.

Primary Duties:

- Oversees all aspects of the Counseling Services at CHPC
- Oversees/provides Lay Counseling Training Program (weekly for 9 months)
- Mentors and supports LC Supervisors
- Attends each LC Supervision group at least monthly
- Provides continuing education for Supervisors and Counselors at least quarterly. Coordinates with Celebrate Recovery in providing education.
- Actively participates on the Renewal Team
- Provides Premarital Mentoring coordination to new couples including the program schedule, inventory, etc.
- Coordinates assignment of mentors to new couples; confers with Pastor as needed
- Oversees implementation of Marriage programs (Ex. How We Love; Celebrate Marriage; Jump Start)
- Available for counseling as needed
- Engaged with Celebrate Recovery; attend CR minimum one time/quarter
- Assist in providing input as a conduit between Counseling Ministries and CR in conjunction with CR leader to Pastor of Renewal Ministries

Knowledge/skills:

- Personal faith in Jesus Christ and a theology consistent with the mission of Chapel Hill Presbyterian Church
- Deep love for God and His people
- Ability to work with a diverse group of individuals
- Ability to be flexible within guidelines and processes and also maintain attention to detail
- Ability to handle multiple projects, often with tight deadlines
- Proficient in Microsoft Word, Publisher, Excel and Outlook

Education and Training:

- MA in Counseling or related field preferred
- Counseling experience