



Job Description

TITLE: Family Counselor

I REPORT TO: Discipleship Manager

REPORTING TO ME: Premarital & Wedding Coordinator, Care Ministry Coordinator, Counselling Assistant, Volunteers

CATEGORY: Ministry Staff (Full- time)

LAST UPDATED: July 2020

JOB SUMMARY

1. To provide counseling services to church members in need.
2. Provide care for MLFC's members and attendees, and provide systems of communication and training to enhance care for ministry departments in the church.
3. Build teams who collectively and individually serve in the Counseling Department to help accomplish the vision of MLFC.

RESPONSIBILITIES

Biblical Counseling

- Provide counseling services for MLFC members.
- Develop support groups for common counseling issues.
- Schedule appointments, secure record-keeping, filing, etc.
- Assign special cases to respective leaders for further action.
- Give thorough reports to the Discipleship Manager to ensure Pastoral input and follow up is achieved in appropriate cases.
- Ensure procedures are adequately followed.
- Provide training to staff and volunteers in appropriate counseling skills.

Premarital Counseling

- Provide systems and structures for pre-marital counseling. This includes building the team, designing and/ or improving on appropriate training material, and ensuring the right interviews.
- Allocate and coordinate with pastors who are assigned to conduct weddings.

Care Ministry

Care Ministry exists to pray for people needing prayer at the end of every service. The role includes the following:

- Identify and recruit team members.
- Draw up training programs for both the leaders and the team members.
- Receive reports from the teams detailing what was prayed for, and make referrals for further action.
- Ensure the Care members adhere to the set practices and values.
- Conduct meetings for training and policy adherence.

Marriage Events

- To oversee, equip, and work with the School for Life Coordinator to organize events for married couples at MLFC.
- Give direction concerning programs and help with the selection of the teaching contents.

Other Responsibilities

- Provide care, love, and encouragement to all staff and other leaders with whom you have contact or dealings.
- Be loyal to the Senior Pastors and the Ministry's vision, mission, and values.
- Develop an annual departmental budget and manages spending to budget.
- Perform all other duties assigned by the Senior Pastors and Discipleship Manager.
- Contribute to the team spirit within MLFC/RHEMA.
- Adhering to the MLFC Staff Statement of Ethics.

Education and Experience

- Significant counseling experience in a professional setting (5-10 years' experience preferred).
- Relevant professional qualification - Biblical studies, counseling, ministry, or related field.
- Evidence of continuing, relevant professional development.
- Proven track record of leading and developing high achieving teams.
- Experience of working in a multi-cultural setting.

Knowledge and skills

- Successful goal setting, follow-up, and achievement skills.
- Ability to focus and specialize in specific tasks.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Positive interpersonal ability, influence, and issue-free skills.
- Ability to maintain confidentiality.
- Skilled and vibrant communicator.
- Self-starter with drive and initiative.
- High attention to detail and exceptional organizational skills.
- High capacity for multi-tasking.

Personal Attributes

- Competent Leader
- Compassionate
- Good Listener
- Visionary
- Self-Motivated