

## ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

**Service Opportunity Name/Title:** Pastoral Care Associates Team Chair

**Service Opportunity Brief Description:**

The Pastoral Care Associates (PCA) Team Chair is the coordinator of the PCA program and its team of eight Pastoral Care Associates (PCAs) who provide pastoral care to members of the congregation on a rotating basis.

**Service Opportunity Detailed Description:**

In addition to providing pastoral care as one of the eight PCAs (see description of PCA Team members for details), the Team Chair has three additional duties: scheduling PCAs each week (two each week during the church year and one each week over the summer), notifying the Albany UU office of the ongoing PCA schedule, and writing the annual report to the Board of Trustees.

**Length of Service Commitment:** 2 years

**This opportunity, likely more than any other, will enable you to** create close personal ties between you and members of our congregation.

**Skills Needed:**

As one of the eight PCAs, the Team Chair needs to be a compassionate listener, good at oral communication and able to keep confidential their interactions with those seeking care. In addition, the Chair must have good organizational skills.

**Training, assistance, and safety requirements:**

The previous PCA Team Chair, or in their absence the minister, will be available to provide the necessary training.

**Number of positions available:** \_1\_\_

Key words: people skills