



# **Bethany Ministries Ltd**

## **Pastoral Care Lead**

### **Job Brief**

1. To ensure that the mission of Bethany is being carried out faithfully. It is stated as, “Bethany offers a place of rest, reflection and restoration for Christian workers.” To encourage the rest that Jesus demonstrated, we offer an intentional place to step into retreat and communion with God. We welcome all church denomination members and take special emphasis in caring for those who are engaged in full-time ministry.
2. To provide, with all those visiting Bethany, pastoral oversight and any guest care-related activities by being available to spend time listening, talking, praying and encouraging guests. The post holder will share responsibility with the Ministry Leadership Team for the spiritual nourishment and pastoral care of guests.
3. To lead and develop personal and group Soul Care activities and management of resources for the Bethany guests retreat experience. And aid in other general areas of hospitality functions of Bethany without which the Ministry cannot continue.

### **Responsible To**

The Pastoral Care Lead reports to the Ministry Manager of Bethany. The Board may invite the Pastoral Care Lead to the Board meetings as a non-voting invitee.

### **Responsibilities**

- A) Guest Relations: being a warm host to Bethany guests, offering a variety of styles and approaches of spiritual care and encouragement to guests, being available to guests to listen and pray with, while also maintaining a discreet but watchful presence to help identify and endeavor to meet any pastoral or other ministry related needs—as appropriate;
- B) Soul Care: leading staff and guest devotions, prayer meetings, and other guest activities. There will also be some administrative work involved such as aiding in the development and/or creation of printed materials, spiritual care materials, newsletters, and translation of documents and/or in-person meetings.
- C) General Support: Share responsibility of being ‘on-call’ during off-hours/office closure which includes noon-time, evenings, Sundays, and public holidays. This is on rotation with the other resident staff to handle the appropriate needs of guests. A degree of flexibility will be required to ensure that Bethany continues to run in a smooth and welcoming manner. This may require any team or staff member to help with jobs normally outside of their brief.

### **Knowledge & Experience**

- Proficient in Microsoft Office tools (Excel and Word)
- History living and working cross-culturally. History working in full-time ministry.
- Pastoral Care Experience
- Experience in “People Care “and/or Coaching is an advantage



## Skills and Abilities

- Good English speaking and writing
- Cantonese speaking and writing ability is an advantage
- Possess a natural empathy for others, putting yourself in other's shoes and tailor conversations to suit each guest.
- Composed and flexible as needs evolve and volume of work changes
- Good interpersonal skills, culturally sensitive, and upholds confidentiality
- Values teamwork and collaborates well with others.
- Coachable with a learning attitude.
- Good organisation and detail-oriented
- Hard working with good physical health and stamina due to the location of service

## Terms and Conditions of Service:

The post of Hospitality Manager is a voluntary and non-salaried position offered to those candidates who are able to fund their own living expenses. The ideal candidate is for a couple whose spouse simultaneously holds an active position at Bethany. A 1 to 2 year contract term is desirable.

## Benefits:

- 2 days off each week
- 12 public holidays plus 20 days annual leave
- Flexible schedule based on life events
- Modest on-site self-contained accommodation and utilities provided
- Meals or basic food supplies provided (included with sharing dinner with guests)
- Phone stipend of HKD100 per month
- Accident insurance coverage
- Active on the job training and team support
- Birthday celebrations
- Bi-Annual Staff Outings
- Weekly devotional sessions

**Bethany is built on the ethos of a loving Christ-centered family. We consider everyone—Board Members, frontline staff, management team, guests, and even contracted workers as integral parts of one family. We foster a culture of humility and servant leadership that pursues God’s redemptive care for his creation. Will you prayerfully consider joining us?!**