

**POSITION: Director of Pastoral Counseling  
for The Holston Conference Center for Wellbeing**

**GENERAL DESCRIPTION**

The Holston Conference Center for Wellbeing Supervisory Committee (HCCWSC) is structured under the administrative section of the Holston Annual Conference. The HCCWSC oversees the program of The Holston Conference Center for Wellbeing, which offers pastoral counseling, consultation, advisory conversations, and continuing education for full-time ministry professionals as well as conference staff and their families. The Conference Pastoral Counselor provides direct, confidential, clinical services of counseling and psychotherapy and ministry services of preventative emotional and spiritual health programs as well as continuing education events for pastors and their families and other conference and local church-related groups.

**QUALIFICATIONS**

The Conference Pastoral Counselor of The Holston Conference Center for Wellbeing should have a minimum of five years of clinical experience under supervision. State licensure or being eligible for state licensure as a clinical provider (or equivalency such as AAPC Fellow) is required. Preferred are persons who have experience or high-level understanding of clergy service and life or have prior employment within the local church setting.

**Degree Requirements**

- The Conference Pastoral Counselor shall have a professional clinical degree (a minimum of a Master's Degree) in a field such as pastoral counseling, marriage and family therapy, social work, or clinical counseling from an accredited higher education program. In addition, it is required that the counselor hold a Master of Divinity degree or equivalent from an approved Seminary. Ordination in the United Methodist Church is also required and necessary for credentialing by the GBHEM endorsing agency.
- The Counselor shall have undergone supervised clinical training to be qualified to counsel with individuals and their families according to state statutes and the requirements of the United Methodist Church for endorsed pastoral counselors. It is important that the candidate have participated in self-examination through personal counseling, extensive family therapy studies, CPE, or some other intensive process.

**Professional Growth, Accreditations, and Accountability**

The Conference Pastoral Counselor shall:

- Have attained and shall maintain membership in professional counseling associations which require adherence to standards of ethical practice (e.g. American Association of Pastoral Counselors, American Association for Marriage and Family Therapists, and the American Counseling Association).
- Participate in continuing education programs as required by state law, *The United Methodist Discipline*, the Holston Conference, and other credentialing organizations, as needed for the Counselor's profession. The Counselor will also need to follow reporting requirements for each of these.
- Maintain up to date professional liability insurance at professionally appropriate levels.

## **Expectations**

- Possess knowledge of the dynamics of the United Methodist Church and its pastorate.
- Have a history of personal therapy or life coaching as well as peer supervision.
- Possess interpersonal skills of warmth, professional demeanor, emotion and spiritual maturity, flexibility.
- Exhibit a knowledge of spiritual and theological issues within a religious system and be at ease in discussion of such.
- Demonstrate sensitivity to gender issues, cultural diversity, and the ability to work with diverse groups of persons.
- Be willing and available to travel to meet client needs throughout the conference.

## **SPECIFIC DUTIES**

### **Clinical and Referral Services**

- Provide or refer clinical counseling and therapy services to Holston Conference ministry professionals, conference staff, and their eligible family members. This includes individuals, couples, families, and clergy groups.
- Maintain a full clinical case load of approximately 60 clinical hours, but it is recommended to not exceed 80 clinical hours per month, according to the recognized professional standard of care for clinicians. Weekly hours would be optimally 15 to 20 clinical hours. Follow current professional guidelines for length of clinical sessions.
- Specific hours will be established by the Pastoral Counselor in consultation with the HCCWSC.
- Establish appropriate, confidential locations for client services within the Holston Conference, in order to provide private appointments, support group meetings, and other training.
- Maintain a respectful, professional, and ethical relationship with clients, honoring all ethical requirements of the United Methodist Church, including *The United Methodist Book of Discipline*, Policies of the Holston Conference, professional association ethics, and state licensure ethical requirements, as applicable.
- Assist clients in building upon the context of their own faith in the healing process, by utilizing therapist's clinical training and expertise, as well as sensitivity to faith, spirituality and theological concerns and issues.
- Maintain a self-defined presence to avoid imposing the therapist's theological beliefs upon clients while understanding the importance of client's own faith and its relationship to healing.
- Model good self-care and healthy boundaries for clients.
- Be informed and follow legal mandates of reporting client harm to self or others, including, but not limited to suicide or homicide, all suspected child abuse and/or neglect and/or older adult abuse.
- Adhere to guidelines and requirements regarding client confidentiality and disclosure as provided by state law and professional ethics as well as *The Book of Discipline*.
- Provide crisis intervention, emergency evaluations, support and referral as needed.
- Manage clinical records of clients and all confidential reports.
- Schedule professional consultations for Holston Conference clergy and Holston Conference as requested. Provide individual or group supervision of pastoral care

issues/training for Holston Conference clergy who self-refer.

### **Ministry Services**

- Provide case consultation, educational resource recommendations, and referral information to Holston Conference ministry professionals as requested in a timely manner.
- Provide preventative/wellness services as able when requested by groups and individuals within the Holston Conference, including educational experiences for personal, vocational, spiritual, and relationship growth, as well as leadership development.
- Provide educational and training opportunities for ministry professionals as requested by the Board of Ministry, the Wesley Institute, the Cabinet, and other related groups.
- Support the wellbeing of clergy and their families with consideration of appropriate boundaries. This may include phone calls, notes, cards, or a visit, when deemed appropriate.
- Offer a ministry of presence at Conference and District events. Participate as a member of the Clergy Support Team. This may include advocating the needs of clergy families for particular kinds of support, and assisting with coordinating services to meet those needs.

### **Program Administration and Development**

- Serve under appointment by the Bishop.
- Report to the Holston Conference Director of Clergy Services.
- Develop a collaborative relationship with the Associate Director, maintaining appropriate confidentiality related to client matters.
- Supervise the work of the Associate Director of Pastoral Counseling for The Holston Conference Center for Wellbeing.
- Formulate counseling services, programming and services for the ministry and keep the HCCWSC informed.
- Collaborate regarding daily office matters, including client and program scheduling, with the office assistant.
- Work with the office assistant to assure that she/he has the appropriate skills and information to fulfill administrative responsibilities in an effective and ethical way.
- Develop appropriate relationships with the Bishop and Cabinet, Conference Staff, and the Board of Ordained Ministry to encourage them in their work and develop referrals.
- Attend and participate in all meetings of the HCCWSC.
- Work with the HCCWSC in the development of ministry policies. Follow guidelines in the by-laws of the HCCWSC in this relationship. Remind the HCCWSC of the confidential nature of their work.
- Provide leadership to staff in the development of goals and objectives for the work of ministry. Encourage staff to take advantage of continuing education opportunities that are fitting for professional development in this work.
- Continue to build professional relationships with other clinicians in the local community, professional organizations, and the general church.
- Maintain appropriate relationships with leadership groups within the conference, clergy, families, and conference staff, in order to facilitate awareness of available services, and to

- remain a vital presence of support for all persons in ministry within the conference.
- Maintain membership in and participate in professional associations and licensing organizations as mentioned above.
  - Maintain connection with leaders of Conference Wellness Advocacy & Response Team (CWART) and Partners in Crisis (PIC). Participate in these ministries when requested, and as able.
  - Direction of Office Assistant in completing the following responsibilities (setting mutually agreeable work hours):
    - Maintain office space and all relationships pertinent to the use of office space.
    - Manage communication systems for the office, maintaining accurate records for scheduling purposes.
    - Determine need for and purchase all office equipment and supplies, as well as supplies for clinical work (submitting personal receipts for reimbursement).
    - Maintain all professional files.
    - Maintain records of all continuing education activities completed, and submit to credentialing boards in a timely fashion, upon request.
    - Provide semi-annual demographic reports of counseling services to the HCCWSC.
    - Provide semi-annual reports of all non-direct activities by counselor to the HCCWSC.

#### **Professional Growth and Development**

- Annually complete – control using education to enhance clinical work to maintain legal and ethical requirements as well as Holston Conference requirements.
- Seek out opportunities for personal and spiritual growth and development.