

**[Church Name]**  
**Director of Counseling Center Job Description**

**Job Title:** Director of Counseling Center

**Reports To:** Senior Pastor

**Position Status:** Full-Time

**Purpose**

To serve the church by directing the counseling center of the [Church Name].

**Job Responsibilities and Duties:**

1. Screen clients and assign to appropriate counselors.
2. Train, supervise and review case loads with counselors with spiritual guidance.
3. Maintain accurate, up-to-date financial records.
4. Develop appropriate fee scale.
5. Provide short-term counseling to clients.
6. Develop a broad spectrum of therapy/spiritual support groups for clients.
7. Teach in the adult education program, as requested.
8. Develop and distribute informational and spiritual materials for the counseling center.
9. Work with appropriate committees, officers and spiritual leaders to carry out the ministry of the counseling center.
10. Establish departmental goals and objectives by prioritizing related programs and evaluating progress regularly.
11. Attend regular staff meetings and retreats.
12. Attend monthly Church Board meetings as a resource and for informational purposes.
13. Represent the church by serving on appropriate denomination committees and community organizations.
14. Cooperate with the Senior Pastor by performing any other duties when asked to do so.

**Evaluation and Compensation**

The Director of Counseling Center works directly under the Senior Pastor and receives an annual performance evaluation. Compensation is reviewed annually.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Revised: \_\_\_\_\_