



Position Title: Prayer & Care Resource Coordinator (Full-Time; 40 hours/week)

Position Summary

The Prayer & Care Resource Coordinator provides administrative and ministry support to the Associate Prayer & Care Pastor and the Prayer and Care teams, ensuring that individuals and families at WoodsEdge receive timely, compassionate, and well-coordinated care. This role supports processes related to financial care, counseling, prayer, and resource coordination while maintaining effective communication, organization, and alignment with ministry goals. The position requires strong administrative and relational skills, discretion, and a heart for serving others with Christ-centered compassion.

Key Roles and Responsibilities:

Care and Ministry Support

- Support the Associate Prayer and Care Pastor in coordinating care for families and individuals during times of crisis; event setup, planning meetings, and documentation of key details
- Assist the Critical Care Pastor with funerals, family meetings, and coordination of onsite care services
- Support Associate Prayer and Care Pastor in preparing class materials, setup, and communication during the week to ensure leaders are equipped for weekend ministry
- Support the Resource Manager in connecting individuals to churchwide care resources such as financial aid, counseling, prayer, and community partnerships, serving as a liaison to the Hope Center
- Meet with walk-in guests seeking care, providing compassionate guidance and appropriate next steps

Financial and Counseling Support

- Support the processing of Financial Care and 3/3 Counseling applications, ensuring completeness, accuracy, confidentiality, and timely communication from submission to approval and payment
- Assist with Financial Care team, reinforcing "When Helping Hurts" principles and maintaining up-to-date knowledge of WoodsEdge and community resources
- Coordinate communication and scheduling with applicants, counselors, and team members for smooth operations and timely follow-up

Ministry Volunteers and Administration

- Support the Prayer and Care Ministries with onboarding and coordination of new volunteers
- Assist in logistics for EC5 rooms, Planning Center calendaring, and maintaining process
- Provide administrative support through scheduling, communication, expense reporting, and recordkeeping while adhering to budgets and ministry guidelines

Team and Spiritual Engagement

- Participate fully in the life of WoodsEdge Community Church through regular attendance, staff prayer, meetings, training, retreats, and ministry events
- Model Christ-centered service, intentional discipleship, and teamwork within the Prayer & Care ministry and across the broader church community

Success Outcomes

- Families and individuals, including WoodsEdge families, receive compassionate, wise, timely, and dependable care
- Individuals have access to and understanding of pertinent WoodsEdge and community resources to support their needs
- Volunteers and ministry teams are developed and empowered, applying “When Helping Hurts” principles to encourage Christ-centered growth and ownership in care and recovery
- Ministry resources are used responsibly and with wise stewardship
- Individuals are engaged in community and service opportunities for long-term care and discipleship

Requirements

- Love Jesus
- Actively pursue a life dependent on God in prayer
- Lead with a servant’s heart and humility
- Mature Christ follower who is self-aware and demonstrates emotional intelligence
- A person of integrity and can maintain confidences
- Dedicated to resolving conflict and extend grace to others
- Respect authority and foster unity
- Embrace “When Helping Hurts” practices (by Steve Corbett & Brian Fikkert)
- High level of discretion; maintains confidences
- High attention to detail
- Willingness to enter challenging conversations with applicants
- Operate within biblical counseling guidelines
- Pursue personal wholeness and healing in Christ
- Possess a deep desire to see people live in wholeness through union with Christ
- Maintain healthy work-life balance
- Some ministry experience preferred but not required
- College diploma or equivalent preferred but not required

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional responsibilities as assigned. Servant’s heart for whom no job is too small.

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic

- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge’s initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge’s mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable