

Part-time Care Ministry Coordinator

Job Description

Position: Part-time (Average 20-25 Hours/Week), Non-Exempt

Reports to: Director of Care Ministry

Job Summary:

The Part-time Care Ministry Coordinator provides administrative support and co-leads programs within the Care Ministry at Southwood Lutheran Church. This role involves close collaboration with the Director of Care Ministry to coordinate and track services, and to help administer programs delivered by Care Teams, staff, and pastors, addressing the diverse needs of the congregation.

Essential Duties:

1. **Care Activity Record Management:**
 - Maintain records for weekly prayer and care concerns.
 - Track grief resource distribution (e.g., mailings, cards, letters, bulletins).
 - Monitor Care Caller activities.
 - Manage and tag entries within the database.
2. **Care Volunteer Management:**
 - Maintain lists for funeral lunch teams, Care Ministry teams, and general Care Ministry volunteer groups.
 - Assist with identifying, recruiting, and training Care volunteers, including follow-up on new member involvement and ongoing volunteer relationships.
3. **Program Coordination and Support:**
 - Oversee the Giving Tree program for Southwood families and Thanksgiving meal distribution.
 - Assist with funeral coordination, including managing volunteers, preparing materials, printing bulletins, and providing support before, during, and after services.
 - Collaborate with Youth Ministry to develop, plan, and coordinate activities for the Youth Care Team.
 - Contribute to the development of Care Ministry materials, programs, and groups, and take a leadership role in their facilitation.
 - Coordinate materials and room arrangements for Care trainings, meetings, funerals, and Healing Prayer services.
4. **Facility Maintenance:**
 - Maintain the Group Room, Prayer Room, and Prayer library.
5. **Other duties as assigned.**

Qualifications:

- Active prayer life; Lutheran background preferred but not required.
- Positive attitude and commitment to the mission of Southwood Lutheran Church.
- Takes initiative and is proactive, is able to brainstorm ideas and is resourceful with day to day tasks.
- Excellent communication and relationship-building skills, with the ability to prioritize and work effectively with diverse individuals (members and non-members).
- Proficient computer skills for various software platforms.
- Strong organizational skills and meticulous attention to detail.
- Passion for caring for people, with a commitment to maintaining confidentiality of sensitive information.
- Bachelor's degree preferred.