



Care Ministry Coordinator Position Description

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

Job Title: Care Ministry Coordinator
Department: Care

FLSA Status: Non-Exempt
Reports to: Mike Browne
REGULAR HOURS PER WEEK: PART-TIME (28 HRS.)

Typical work schedule:

Flexibility required: Adjustment of hours may be needed based on event needs and urgent tasks.

Position Summary:

The Care Coordinator plays a vital role in providing essential administrative support to the Care and Community Minister while overseeing the daily operations of Care Ministries. This role is responsible for coordinating and maintaining follow through of individual care relationships, ensuring the effective implementation of care initiatives, and helping coordinate care volunteers.

Essential Skills & Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Strong knowledge of office systems, software, operations, policies, and procedures.
- Excellent interpersonal skills with the ability to interact effectively with diverse individuals.
- Understanding of the broader vision of the church and the role of various ministries.
- Strong organizational skills with the ability to drive initiatives forward efficiently.
- Collaborating and communicating effectively with various ministries and stakeholders.
- Ability to build meaningful relationships and connect in a compassionate, empathetic way.
- Capacity to have a task-oriented focus and relational awareness, as well as a connection to the church's overarching purpose and direction.
- Experience in coordinating care initiatives and managing ministry operations.
- Strong command of grammar, style guidelines, and proofreading techniques.
- Ability to assess and discern appropriate content for various communications.
- Managing multiple tasks and priorities while maintaining accuracy and attention to detail.

Key Responsibilities:

Administrative Support:

- Provide essential administrative support to the Care and Community Minister.
- Manage scheduling and calendar coordination for the Care and Community Minister.

- Maintain accurate documentation related to Care Ministry activities and all care receivers.
- Prepare reports, presentations, and other materials as needed.
- Handle incoming inquiries, directing requests to appropriate ministry leaders.
- Assist with expense reports and ordering of ministry materials, supplies, and equipment.

Care Ministry Coordination:

- Oversee and manage relationships within Care Ministries, including GriefShare, Soul Care, Prayer Quilt Ministry, Stephen Ministry, Prayer Room, and Care Deacons, ensuring alignment with the church's mission and vision.
- Provide support for individual Care Ministry relationships, including widows, benevolence cases, care-receivers, and prayer room requests.
- Help manage, recruit, equip, and support Care Ministry volunteers and ministry leaders to enhance ministry effectiveness.
- Oversee the planning and execution of memorial services, ensuring compassionate and organized support for families.
- Help plan and implement semi-annual volunteer appreciation events.
- Maintain and update a referral list of professional counselors.
- Facilitate timely and effective communication regarding urgent Care Ministry needs.
- Manage logistics for room reservations, material assistance, and supply needs for Care Ministry spaces, including the Care Office, meeting rooms, and the Prayer Room.
- Oversee and support the Minister-on-Call (MOC) process, ensuring smooth coordination of care initiatives.

Education and Experience

- An Associate's or Bachelor's degree with a minimum of (3) years of administrative experience.
- A strong working knowledge of Care Ministries is essential.
- Experience in ministry leadership, pastoral care, or a related field is highly recommended.
- Proficient in Microsoft Office Suite with ability to learn new technologies specific to Fellowship Bible Church.

Markers of an Ideal Candidate:

- Transparency, confidentiality, and professionalism.
- Team-oriented mindset with strong interpersonal skills.
- Self-motivated and takes initiative.
- Flexibility and adaptability, particularly during busy event periods.
- Commitment to Fellowship's mission and core staff values.
- **Adaptability** – Ability to adapt and flex with joy when needed. Holds no turf and press through discomfort with joy for the sake of the team
- **Radical Candor** – Ability to say what needs to be said, in grace and love, for the benefit of one another and our church
- **Mission First, People Always** – Driven to accomplish our mission of *Everyone, Everywhere Experiencing Jesus* in all that we do. Ability to pursue that with love and never lose sight that our people are always our mission
- **Being Real** – Prioritize transparency, vulnerability, and openness about who you are and what you are experiencing in your life
- **Integrity without Compromise** – Ability to be upright in all your dealings, truthful in your conversations, and unwavering in your commitments