



JOB PROFILE: MINISTRY COORDINATOR FOR COMMUNITY CARE

REPORTS TO: PASTORAL LEADER OF COMMUNITY CARE

JOB PURPOSE:

To serve in an administrative role along with having some responsibility for managing and shepherding those within the Community Care ministry of the Missional Living department.

MISSION STATEMENT:

To effectively assist the Pastoral Leader of Community Care in coordinating aspects of the Missional Living department of Stonebriar Community Church, and to provide support, organization, and coordination of the Community Care ministry for the purpose of making disciples of Jesus in our church, city, and surrounding area.

DUTIES AND RESPONSIBILITIES:

- Provide support for Community Care opportunities and events.
- Operate independently while reporting to the Pastoral Leader of Community Care.
- Create and maintain files, documents, and information pertaining to each of the programs and participants using various software and Ministry Platform database.
- Manage special projects, prayer requests, rosters, check requests, supplies, announcements, etc.
- Coordinate and provide leadership for volunteers serving in the Community Care ministry.
- Assist with computer and database functions as requested.
- Be available by cell phone outside regular office hours (stipend will be provided).

TEAM MEMBER CONTRIBUTION:

Actively contributes to the improvement of the ministry of SCC and provides prayerful support.

- **Teamwork:** Functions well with coworkers, treating them with honor and grace.
- **Spiritual Encouragement:** Encourages spiritual focus and commitment by modeling the Core Values and Ministry Priorities of SCC.
- **Improvement of Ministry Operations:** Contributes toward the improvement of the ministry as a whole.

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Member of SCC
- Servant's heart

- Proficient writing, computing, and speaking skills
- Ability to speak Spanish is preferred
- Demonstrates initiative and anticipates needs
- Strong ability to follow through on assignments
- Commitment to act in accordance with God's Word in regard to personal holiness and dedication to the Lord
- A teachable and open attitude
- Commitment to the Statement of Faith and Core Values of SCC

JOB STATUS:

- Full Time
 - up to 37.5 hours per week
 - requires weekend hours during special ministry events
- Non-exempt

Printed name

Employee Signature

Date