

# Faithbridge Church



POSITION  
DESCRIPTION

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## Position Assignment:

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|--------------------------|-------------------------|
| ▪ <b>Title:</b>          | <b>Care Coordinator</b> |
| ▪ <b>Staff Grade:</b>    | Full Time (Salary) Role |
| ▪ <b>Accountability:</b> | Reports to Care Pastor  |
| ▪ <b>Ministry/Dept.:</b> | Care                    |

## Summary of Position:

The Care Coordinator is responsible for administrative and ministry support for the Care Ministry. This includes planning, administration, operational execution of strategic and tactical aspects of bible studies, classes, ministry program, events, as well as providing general administrative support to the Care and Prayer team.

## Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Care and Prayer ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

## Administrative Duties & Responsibilities:

1. Provide accurate, efficient, and timely project coordination and administrative support for all Care and Prayer programs and events.
2. Review, populate, and update project plans and be available for regular check-ins with Care and Prayer ministry members to track action items and deliverables.
3. Serve as a liaison for the Care and Prayer Ministry on operational details that involve other ministries, including but not limited to events team, communications team, production team, facilities team, and database administrator.
4. Attend planning meetings for ministry seasons, programs, and/or events with the appropriate Care and Prayer Ministry member to capture details and action items as needed. Follow up regularly with Care and Prayer team and cross-ministry stakeholders to coordinate details and ensure action items are accurate and being completed.
5. Work within our database and coordinate with the database manager as needed to:
  - Schedule rooms and facility utilization
  - Set up event registrations
  - Update the database with names, group roster, and care communications
  - Manage care and prayer database dashboard, process next steps

6. Execute operational and administrative tasks for Care and Prayer Ministry programs such as:
  - Contacting vendors to source and order program supplies
  - Preparing and maintaining regularly used supplies for weekly programs.
  - Ordering curriculum and training materials (external or in-house produced through communications ministry)
  - Logging or updating facilities or technology/AV requests.
  - Scheduling volunteers
  - Regularly check accuracy and update Communications team on details of events/programs on internal and external calendars, portals, and documents
7. Provide in-person support for selected Care and Prayer (or other) Ministry events that may occur outside of normal office hours, such as assisting the team with check-in or set up, as arranged and communicated beforehand. This arrangement does not pertain to all-Faithbridge staff-supported events such as Christmas and Easter where mandatory staff support is required.
8. Provide general administrative support for the Care and Prayer Team such as ordering office and meeting supplies, submitting expenses and check requests, reconciling ministry credit card statement, assisting with Care and Prayer ministry budget coding and reconciliation, sending out team communications, sending out external mass communications through the database tools, setting up and preparing for internal team meetings.
9. Attend Stafflink (Tuesday morning all-staff meeting 3x month) and attend a selection of pertinent Care and Prayer, Adult Ministries, and cross-ministry team meetings as determined with the Care Pastor.

**Ministerial Duties & Responsibilities (See Appendix pg. 3-5):**

<input type="checkbox"/> Teaching, Preaching, & Leading Bible Studies	<input checked="" type="checkbox"/> Pastoral Care	<input checked="" type="checkbox"/> Determining Benevolence
<input type="checkbox"/> Writing Curriculum, Developing Bible Studies, and/or Creating Religious Content	<input type="checkbox"/> Evangelism & Outreach	<input type="checkbox"/> Conduction of Ceremony Services (Weddings & Funerals)
<input checked="" type="checkbox"/> Leading Prayer	<input checked="" type="checkbox"/> Biblical Leadership & Training	<input type="checkbox"/> Conduction of Baptism
<input checked="" type="checkbox"/> Next Step Coach	<input type="checkbox"/> Worship Service	<input type="checkbox"/> Conduction of Communion

1. Coordinate Pastoral Care appointments as appropriate.
2. Provide Pastoral Care and/or counseling
3. Assist in the planning and carrying out of Pastoral events such as weddings and funerals
4. Ministry of presence
5. Potential leading and/or coordination of certain ministry programs

6. Benevolence ministry
7. Prayer ministry

**Skills and Educational Requirements:**

- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project planning tasks.
- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling and punctuation.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ College degree preferred, though not required.
- ◆ Ability to lead and equip laity for the purpose of achieving ministry objectives.

**Organization Relationship:**

This position shall be directly accountable to the Care Pastor. This position will have contact with church attendees, paid staff, volunteers, ministry partners, and outside vendors.

**Working Conditions:**

This is a salary and full-time position with approximately 35-40 hours per week with a regular weekly in-person schedule determined with the Care Pastor, along with some pre-approved Sunday, evening, off-campus, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of wisdom, leadership, administration, and discernment are helpful.

## **Appendix: Essential Religious Duties**

- **Teaching, Preaching, and Leading Bible Studies**
  - *Teaching from God's word is a spiritual gift (Romans 12:3-7; Ephesians 4:11-12) that is granted so that one can effectively communicate the truths of the Bible to others. We believe that the spiritual gift of teaching involves the analysis and proclamation of the Word of God (Romans 10:14-15), explaining the meaning, context, and application to the hearer's life (2 Timothy 4:2-5). Note: The gift of teaching can be ministered both to individuals and in group settings. Therefore, the gift of teaching applies to any individual who teaches the content of the Bible to others. Examples include Sermons, Homilies, etc.*
- **Writing Curriculum, Developing Bible Studies, and Creating Religious Content**
  - We define Curriculum, Bible Studies, and Religious Content as any media, document, programmatic outline, testimonial video, learning lesson, or discipleship content that is scripturally based and promotes spiritual inspiration, learning, or growth.
  - *2 Timothy 3:16-17*
- **Leading Prayer**
  - Upholding the congregation, its ministries, and the community through private and public prayer and educating, empowering and inspiring the congregation in their personal prayer lives. Prayer is led through personal intercession, within small groups, and corporately.
  - *Psalm 17:6, Isaiah 38:5, James 5:16*
- **Next Step Coach**
  - The role of a Next Step Coach is to determine where an individual is in their personal discipleship and encourage them in their growth in the same manner that Paul teaches in Colossians 1:28-29— "admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ." A Next Step Coach must use spiritual wisdom to determine an individual's next steps in maturity by answering the following questions: 1) Is the individual a follower of Jesus Christ? 2) Does the individual have any personal Care needs (counseling, grief share, etc.)? 3) What is the next step in their spiritual maturity (Joining a Grow Group, joining a Serve Team, etc.)?
- **Pastoral Care**
  - Providing and ensuring the ministerial care and support of the congregation. The ministry of pastoral care includes the use of spiritual discernment to assess needs and the application of biblical wisdom in guiding individuals to the truths of scripture. To be a "doer" of the Word (James 1:22) by exemplifying Christ's love through action, supporting congregants seeking spiritual wisdom or in the midst of spiritual, emotional, or physical need.
  - *Acts 19:4-6, Galatians 6:2, 1 Peter 5:2-3*
- **Evangelism and Outreach**

- Enabling the church to focus on the Great Commission (Matthew 28:19-20) by leading and equipping members to share and spread the Gospel through declaration of the Word (John 7:38-39), service, testimony, and short and long-term mission.
- *Galatians 6:10, 1 Corinthians 3:6, 1 Peter 3:15,*
- **Biblical Leadership and Training**
  - The development of leaders is crucial to equipping the body of Christ (1 Corinthians 12:27). The purpose of biblical leadership and training is the ongoing edification and replication of disciples, having been transformed by Christ upon salvation (2 Corinthians 5:17). Spiritual training develops perspective, heart, and skills that promote Christlikeness individually and corporately (Ephesians 4:16)
  - *Ephesians 2:20-22, 1 Thessalonians 5:11)*
- **Worship Service**
  - Establishing a worshipful environment in which congregants can experience connection with God (Hebrews 10:19-25) through reading and hearing of scripture, praise music, visual and audible media, thoughtful ordering of content, and spiritual disciplines.
  - *1 Corinthians 14:15-16, Ephesians 5:19, 1 Corinthians 16:2*
- **Determining Benevolence**
  - Jesus instructs his disciples in Matthew 25:31-40 to care for those in need (hungry, thirsty, strangers, without clothes, prisoners, sick, etc). In Acts 4:32-37, the church leaders were responsible for determining the individual needs of its congregation and providing for those needs as they saw fit. We continue to uphold this today through our “Benevolence Fund”. Therefore, it is an Essential Religious Duty to assess the needs of congregants and determine the number of resources needed to help them overcome the various situations they are facing in their lives.
- **Conduction of Ceremony Services (weddings and funerals)**
  - The Bible preaches the Gospel of Hope, and this hope is a distinct marking found in transformed, surrendered followers of Jesus (Romans 8:24-25, Hebrews 11:1). As a shepherd of the congregation, pastoral and ministerial roles include the provision, support, care, and leadership within weddings and funerals with the intent of guiding all focus to the hope found in Jesus.
  - *Proverbs 23:18, 1 Peter 5:2-3*
- **Conduction of Baptism**
  - *Baptism is a sacrament* to be observed by the Church today, a means by which we experience God’s grace tangibly, though not a requisite for salvation. Faithbridge offers to those who have placed their faith in Christ any of three modes of water baptism which have been practiced throughout church history: immersion, pouring, and sprinkling. In addition, Faithbridge offers either infant dedication or infant baptism. *As baptism is a sacrament, it*

*will be conducted by those who understand its significance and meaning in the Christian church. (Matthew 28:19-20)*

- **Conduction of Communion**

- *Communion (also known as ‘The Lord’s Supper’) is a sacrament to be observed by the Church today, a means by which we experience God’s grace tangibly, though not a requisite to salvation. Faithbridge believes that Communion is an outward sign or symbol of the broken Body and shed blood of Jesus Christ. We believe that in Communion we experience the very real presence and grace of Jesus Christ with us. As communion is a sacrament, it will be conducted by those who understand its significance and meaning in the Christian church. (Matthew 26:26-28; 1 Corinthians 11:23-30)*

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 the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

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Employee’s Signature

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Date

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Print Name