



POSITION DESCRIPTION – CARE COORDINATOR & MEMBERSHIP COORDINATOR

HOURS: Full-time (40 hours per week), Exempt
SALARY: Based on experience
REPORTS TO: Senior Pastor & Business Coordinator

PURPOSE: To serve the church by developing, coordinating, and administering effective care program to the congregation; engage in cross-training as needed to support ongoing ministries and programs; and coordinate with staff to address and meet membership needs of the congregation

QUALIFICATIONS: Must possess superior communication skills as a team member with staff and the community; maintain confidentiality and adherence to time-sensitive information and deadlines; demonstrate a positive attitude; possess competent secretarial and computer skills

RESPONSIBILITIES:

Care Coordinator:

1. Pastoral Support: Meet as necessary with pastors to align care responsibilities with members' needs, including financial assistance and one-to-one programs
2. Prayer Ministry: Update weekly prayers and communicate to congregation; supervise volunteers who compile records for pastors and elders; communicate with Prayer Chain Coordinator for emailing prayer requests
3. One-to-One Care: Provide training, supervision, and ongoing support for all care programs
4. Card Ministry: Oversee volunteers who send cards to Timothy members for various reasons (homebound, illness, hospitalization, bereavement, military, college students, etc)
5. Giving Tree: Coordinate requests and fulfillment of assistance during Christmas season to Timothy members and community families
6. Community Care: Coordinate with Business Coordinator to screen and consider community requests for financial assistance, monitoring accurate record-keeping, and communicating regularly to pastors and annually to congregation
7. Ray of Hope: Administer financial assistance to Timothy members experiencing a financial crisis or emergency, consult pastors and other church leaders, and maintain accurate records for any provided assistance
8. Life Line Support Groups: Oversee and provide ongoing support for DivorceCare, GriefShare, Friendship Club, and CancerCare
9. Communication to Staff & Congregation: Prepare care program information for inclusion in all church communications; oversee preparation of bulletin board display(s) of care programs as needed; solicit support of donations for utility/rent assistance at annual Thanksgiving service; provide invoices to Financial Coordinator to process payments for materials and services related to care programs; attend church leadership meetings as requested, including serving as liaison to GIVE Commission.

Membership Coordinator:

1. Receptionist: Communicate pertinent information to staff in professional manner
2. Church Records: Prepare and maintain church membership recordsCMS
3. Membership Records: Prepare and distribute reports to Board of Elected Elders and MO District/LCMS
4. Calendar: Prepare and maintain church calendar and coordinate room set-up with Facilities Manager(s), as needed
5. Bulletins: Create, design, prepare, modify, and/or print all church worship bulletins, as requested
6. Security: Schedule electronic door locks for all buildings