

Position: Care Ministry Coordinator

Permanent Part-time: 23 Hours/week

Mondays through Thursdays: 8:30am to 4:30pm (some evenings and weekends may be required).

Start Date: January 3, 2024

Purpose of Position

To lead and coordinate the planning and operation of Care Ministry support groups, events and projects at Southview Church.

Key Responsibilities and Duties

1. Volunteer Care and Oversight (45%)
 - Assist with recruiting, equipping, and empowering teams of volunteers to own and lead in Care Ministry.
 - Assist the Pastor of Care Ministry with onboarding new volunteers ensuring all are up to date with security and screening requirements.
 - Assist with team training.
 - Be the primary point of communication with volunteer teams, fielding any ministry concerns to the Pastor of Care Ministry.
 - Scheduling and equipping of volunteer teams.
2. Congregational Care Teams, Projects, Events, and Support Groups (40 %)
 - Assist Parish Nursery with Care Teams communication and weekly assignment process.
 - Working with Ministry Administrative Assistant with monthly Care Team equipping meetings (catering, clean up, attendance, etc.)
 - Coordinate, oversee, and organize ministry events and projects with the Pastor of Care Ministry.
 - Working with Ministry Administrative Assistant with communication, supplies, and bookings.
3. Administration and other areas (10%)
 - Prayer Team back up to the Parish Nurser for prayer requests and postings to group.
 - Oversee and update Care Ministry websites.
 - Administrative duties as assigned by the Pastor of Care Ministry.
4. Staff Team (5%)
 - Participate in weekly Care team meetings and planning time.
 - Participate in monthly one-on-one meetings with Pastor of Care Ministry
 - Participate in regular all-staff meetings and events.

Key Team Touchpoints

1. Reports to and takes direction and guidance from the Pastor of Care Ministry
2. Builds strong relationships with key team and group leaders.
3. Participates in weekly Care Ministry team meetings.

Key Performance Metrics

1. Understand, support, and live out Southview's Staff Values, Statement of Faith, Lifestyle Agreement, and all policies set out to govern the staff of Southview.
2. Exemplify the definition of a disciple, reflecting the 5 CORE practices in your life.
3. Authentically model a life of balance and health in work, ministry, and family life.
4. Develop, implement, and execute the goals and objectives set by the organization.
5. Stay up current with volunteer development and areas of Care Ministry.

Application Process:

Submit a cover letter and resume by email to:

Michele Black, Executive Assistant to Interim Senior Leader, Southview Church.

Email: michele@southviewchurch.com

This posting will remain open until a suitable candidate is found. We thank all applicants for their interest in Southview Church; however, only those candidates who are selected will be contacted.