



Care Ministries Coordinator

Position Scope: Part-Time (25 hours/week), Monday - Thursday

Position Status: Non-Exempt

Salary Range: \$19.24 - \$22.81 per hour

Reports to: Pastor of Small Groups

Department: Small Groups

Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

Ministry Responsibilities

The Care Ministries Coordinator serves as the spiritual leader and resource person for leading and developing Care Ministries.

Essential Duties	
<u>Description</u>	<u>% of Time</u>
<p><i>Care Ministry Knowledge & Networking</i></p> <ul style="list-style-type: none"> • Knowledge of professional care in the community and able to connect/refer individuals in crises to those resources • Network with other Eastview ministries as needed regarding Care needs • Network with professional counselors and other care professionals 	10
<p><i>Leadership Development</i></p> <ul style="list-style-type: none"> • Train staff and volunteer leaders in effective care • Equip, resource, and consult with the staff/small group leaders regarding relevant and helpful care resources • Conduct and oversee Pastor-On-Call team, care appointment team, and pastor hospital visitation schedule and team • Develop and equip leaders for Care Teams (marriage mentors, card ministry, visitation ministry, care groups, etc.) 	40
<p><i>Ministry Development</i></p> <ul style="list-style-type: none"> • Oversee Wedding Coordinators and the pre-marital process in overall approach to ministering to couples getting married • Oversee Funerals as well as oversee Funeral Coordinators and the funeral arrangement process ministering to grieving families (25% officiate, 75% equip staff) 	40

<ul style="list-style-type: none"> Oversee care groups and their leaders (i.e.: grief care, divorce care, trauma, etc.) Maintain the counseling referral list including the alignment to Eastview’s Mission, Vision, and Values 	
<u>Miscellaneous</u> <ul style="list-style-type: none"> Other duties as assigned 	10

Supervisory Responsibility

- Funeral Coordinators, Wedding Coordinators, and volunteers

Required Core Competencies

- Approachability* – is easy to approach and talk to; spends extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with interpersonal anxieties of others; is a good listener; is an early knower.
- Compassion* – genuinely cares about people; demonstrates real empathy with the joys and pains of others.
- Emotional Intelligence* – self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport.
- Building Effective Teams* – blends people into teams, creates strong morale, share wins.
- Action Orientated* – able to get informal and incomplete information on time and do something about it.

Required Qualifications

Experience

- Demonstrated knowledge within pastoral care, counseling, and mental health
- Strong interpersonal, verbal, and written communication skills
- Excellent organizational and time management skills
- Demonstrated ability to lead and develop staff and volunteers
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher) and Adobe products

Education

- Bachelor’s degree in related fields

Physical Demands

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	N
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N

Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work Environment

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

Benefits

- Paid Time Off: holidays, vacation, sick, and service days (camp or mission trip sponsored by Eastview)
- Discounts in Café 19 and Health Club
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program