TIMBERLAKE CHURCH JOB DESCRIPTION

**Title:** Care Coordinator

**Reports To:** Care Pastor

**Requirements:**

* This person must love God and have a personal relationship with Jesus Christ
* Proven experience in leadership
* Have a heart to see people come to know Christ
* This person shall have made the discipleship commitments to weekly worship at and tithing to Timberlake Church
* Hard worker who is results driven
* Ability to discern needs and respond appropriately, sensitively and proactively
* High degree of professionalism

**Church DNA**

Timberlake Church is a grace based Free Methodist church, with a non-denominational “feel.” We are committed to both halves of the great commission reaching the lost and disciplining the saints. Here is how some of that is lived out:

* We always seek to grow through conversion, that is job one!
* Preaching on the weekend is preaching for life change.
* We believe authentic worship is a transformational experience
* We think church should be exciting
* Positive people are the ones who are allowed to lead
* We are warm to the gifts of the Holy Spirit
* Growth groups are our primary plan for Spiritual Growth and Community
* This person shall have made the discipleship commitments to weekly worship at and tithing to Timberlake Church
* Our primary mission is for kingdom expansion is through church planting and campus expansion
* We operate with lean staff
* We seek to raise an army of volunteers for God’s Kingdom purposes
* We believe that God still works in lives powerfully today as we
	+ Say “Yes” to Jesus
	+ Take our Next Right Step
	+ Expect Life Change

**Responsibilities**

* **Benevolence**
* Lead all aspects of the benevolence process from application to assessmnet
* Maintain benevolence database to track applicants
* Vet benevolence inquiries and direct them to website
* Provide next steps (referrals, courses, resources, etc)
* **Congregational Care**
* Coordinate with members of the church, Care Pastor and staff for care needs (births, illnesses, hospitalizations, deaths, etc. and provide quick and appropriate response - e.g. Sending of gifts, flowers, notes, etc.
* Maintain communication with Care Team volunteers (Prayer Team, Meal team, and Card-writing team) and coordinate volunteer schedules where needed
* Coordinate wedding requests, funerals, and other events
* Develop, evaluate, and ensure all processes for care are followed and effective
* **Groups**
* Work with Growth Group team to recruit, promote and run care related groups and classes

* **Next Right Steps**
* Process requests and coordinate Discover Timberlake Class, Baptisms and Child Dedications
* **Administration**
* Provide administrative support to the Care Pastor
* Manage Care Ministry schedule
* Provide referrals and expand referral list of Christian counselors
* Maintain contents of the Care page on website
* Oversee prayer request each week on Sunday afternoons. Direct urgent prayer requests to Care Pastor and Urgent Care Team
* Performs other duties as assigned.

**Hours / Work Schedule:**  To vary between 40-45 hours per week

**Terms of Employment:**

* As a staff person at Timberlake Church, you agree to abide by all the provisions of the Employee Handbook.
* The Church reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, terminate employment, or assign additional job responsibilities.
* Your position is classified by Timberlake Church as an exempt position from overtime provisions, as stated in the Employee Handbook.