

**Position Title: Care Ministries Assistant**  
**FLSA Status: Non-Exempt, Part-time**  
**Supervisory: No**  
**Reports to: Director of Worship**

### **Summary Description**

The primary purpose of the position is to serve as the Care Ministries Assistant providing administrative support to the Pastor in charge of Congregational Care and lay leaders involved in care and concern groups.

### **Responsibilities**

Following the direction and guidance of the Director of Worship, coordinates the Caring Ministries by performing day to day assignments that ensure the operability of the care and concern groups and removes the Director of Worship from the administrative burdens of the program. This includes, but is not limited to, coordinating and organizing Angels on Call, Congregational Care Ministers, Prayer Ministry, and Funerals.

Establishes business processes and ensures they are followed accordingly.

Serves the needs of church members who are experiencing difficulty by overseeing the administration of current caring ministries and forming new support groups and programs, enabling the pastors to spend more time on pastoral counseling.

Creates a sustainable and affordable structure for Congregational Care and identifies problem areas and recommends operational policies and practices to the Director of Worship.

In coordination with the pastors manages visitation by keeping records of those who need visits and those visited. Utilizes the CCM's in visitation and assigns them to caring relationships.

Reconciles and maintains financial records in relation to the Caring Ministries budget and coordinates with the Director of Worship for all expenses related to the ministry.

Attends all necessary meetings as directed by the Executive Director and the Director of Worship in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Lead Pastor's overall vision and direction of Caring Ministries.

### **Qualifications**

BA or equivalent.

Minimum of 2 years' experience in directing a large program requiring administrative skills and program coordination.

Knowledge of theory and techniques required to manage and maintain a vital caring and concern ministry in a large church.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Strong interpersonal skills. Must be able to deal with sensitive situations and maintain confidentiality.

Ability to work in a team setting.

Proficient in Microsoft Office products, including Excel, Word and Outlook.

Proficient in entering and maintaining data in a database.