

CONNECTION POINTE

CHRISTIAN CHURCH

1800 North Green Street • Brownsburg, IN 46112 • cpccweb.org

JOB TITLE: Care Ministry Coordinator

MINISTRY TEAM: Care Ministry

REPORTS TO: Care Ministry Director

SUMMARY DESCRIPTION: This position will oversee the administrative functions & be a strategic member of the Care team. Supporting the Director, Pastoral staff, Volunteers and Support groups to care for the needs of Connection Pointe members & attendees.

MAJOR RESPONSIBILITIES:

Administrative functions included but not limited to:

- Review Connection Cards with prayer requests & interest in Care Ministry Groups, determine appropriate contact, and elevating urgent requests appropriately. Utilize database accurately for accountability, follow up and prayer lists.
- Serve as liaison between volunteer lead and Director to ensure support groups are relevant, promoted, supported and individuals are being appropriately cared for. Suggest new groups to Director as warranted. Assist with class/event administration as well as various other administrative needs.
- Schedule volunteers and staff members for delivery of home communion, nursing home visits, hospital visits, etc.
- Support line coordination for call during the week and weekends.
- Marriage Mentor administrative duties
- Wedding/funeral logistics; specifically funeral support to Care Assistant
- Counseling Administration; referral documentation and billing
- Ongoing resource research.
- Other duties as assigned.

QUALIFICATIONS:

- Has a personal relationship with Christ and committed to being part of the Connection Pointe Family.
- Maintains strict confidence and sensitivity with personal information.
- High level of attention to detail and strong organizational skills.
- Demonstrated compassionate interpersonal skills, to include ability to listen yet establish healthy boundaries.
- Ability to work well across demographics regardless of age, race or socio-economic background.
- Critical thinker, able to quickly 'triage' needs and discern appropriate next steps.
- Committed to personal ownership of ongoing development of spiritual growth and personal prayer life.

EDUCATION & EXPERIENCE:

- Minimum of 2+ years Ministry experience or working in counseling, healthcare or related field.
- Progressively responsible experience in administration, volunteer coordination, event and/or group organization.
- Computer proficiency required with mastery of Microsoft Office Suite .