



Ministry Description Director of Care & Connections

Date: September 2021
Title: Director of Care and Connections
Reports to: Lead Pastor

Purpose statement of Centennial Covenant Church:

Centennial Covenant Church exists to glorify God by following Jesus on a shared journey of transformation in his mission to our broken world.

Position Summary

Provide support and care as well as appropriate resources for people in their time of need or crisis.
Connect with first time guests to help them engage in the life of the church.

General Qualifications

- Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the demonstration of the fruit of the Holy Spirit.
- Wholeheartedly agrees with the church's Covenant Affirmations, Mission and Priority Callings, and Shared Ministry Covenants of Centennial Covenant Church. See *What We Believe*, www.centcov.org.
- Has demonstrated skills in relating to and working with people, especially volunteer teams, church staff, guests, and those in time of need.
- Agrees to employment terms and conditions as stated in the Employee Handbook, as well as background screening and reference checks.

Specific Responsibilities

1. Lead, build, and maintain a team of **care providers** to minister to those in need of physical and spiritual care. This includes calls and cards, hospital visitations, emergency care, shut-ins, and those with long term needs. (Deuteronomy 10:18, James 5:14). Recruit and train volunteer teams so they are equipped to provide Godly care to those in need.
2. Design a clear and sustainable system to connect and engage **first time guests** into the life and ministry of Centennial Covenant Church. This includes a timely follow-up plan, prompt communication, and sets in motion pathways to connect guests with individuals or affinity groups within the church. Supervises the volunteer Hospitality Coordinator.
3. Walk alongside families who have **lost a loved one** by meeting with and helping plan funerals and memorial services. Coordinate funeral and memorial services with the Lead Pastor and Reception Host.
4. Coordinate the **Prayer Team** and its ministries.
5. Available to meet with **walk-ins** for council and prayer during church office hours.
6. Responsible for the management of the Emergency Care phone and managing the Pastor on Call schedule.
7. Alongside staff member of the **Benevolence Team**.

Position Qualifications/Specifications

- Knowledge, Skills, Competencies: Empathetic heart, genuine concern for others; knowledge of Scripture and application thereof; ability to speak truth and have it received well; ability to build and maintain teams. Ability to provide Godly care and prayer support.
- Bachelor's Degree in related field. Experience with supervision of volunteer teams preferred.

Employment Status

- Part Time - 20 Hours per week
- Classification: Ministerial Exception
- Range of \$1,500 - \$1,700 per month

The above job duties shall not be limited by a strict interpretation of this document but based on needs, growth and development of Centennial Covenant Church. The individual is expected to perform other job-related duties as time and needs arise.



Centennial Covenant Church

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

How did you hear about this position? _____

Are you a regular attendee of a local church? YES NO If yes, give name and phone number _____

Type of employment desired: Full Time Part Time Temporary

If needed, are you available to work on Sundays and/or evening? _____

Education

Schools	Name/Address	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Graduate/Professional				
Other				

History

Briefly describe your spiritual journey and relationship with Jesus

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What training, skills, and/or business experience do you have that may contribute to this position?

Describe any additional information you feel may be helpful to us in considering your application.

Applicant's Statement and Signature

___ I certify that answers given herein are true and complete to the best of my knowledge.

___ I authorize investigation of all information provided in this application, or otherwise in the hiring process, as may be necessary in arriving at an employment decision. I hereby generally release Centennial Covenant Church, and its employees, agents and volunteers for any injury or damage that I may suffer as a result of such an investigation.

___ I have read the Centennial Covenant Church Statement of Faith and ministry description of the position of which I am applying, and I agree to abide to work and live in agreement with their content.

___ In the event of employment, I understand that incomplete, inaccurate, false, or misleading information given in my application of interview(s), or at any other time in the hiring process, may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____ Date: _____

Submit Application