

## **CARE AND SOCIAL SERVICES COORDINATOR**

### **Organizational Details**

Title:	Care and Social Service Ministries Coordinator
Team:	Care Ministries
Dept:	Equipping
Reporting Relationship:	Reports directly to the Director of Care and Social Service Ministries
Date:	June 2018

### **Position Purpose**

The Care & Social Services (CSS) Coordinator assists the Director of CSS Ministries in the provision of care and social services in accordance with the vision and values of Fellowship Missionary Church (FMC).

### **Position Summary**

The CSS Coordinator is responsible for:

- assisting the Director of CSS Ministries in the development of vision and the structure of ministries within CSS.
- equipping the church body to carry out the provision of care offered through CSS ministries.

### **Duties and Responsibilities**

1. Meets regularly with ministry team members for strategic planning and coordination of tasks.
2. Provides oversight and direction to the Care Ministries Team, which includes but is not limited to: visitation, funeral hosting, meals, children's care for CSS functions and card care.
3. Is available to answer questions about CSS ministry in the absence of the Director of CSS Ministries.
4. Develops avenues/pathways of engagement for the FMC body, matching gifting to opportunities, in order to equip them for acts of service.
5. Equips Care Ministries Team Leaders so they can in turn, equip their teams.
6. Receives, assesses and processes benevolence assistance requests.
7. Serves a minimum of 2 (two) Sundays per month at the Ministry counter in the Atrium.

## Education and Experience Requirements

1. Bachelors degree in social work or equivalent experience in social services capacity
2. Computer skills are essential. Must have intermediate to advanced skill with Microsoft Word and Excel
3. Spiritual gift of Shepherding

## Competency Requirements

1. Exhibits and has proven ability to work effectively in a team environment.
2. Possesses strong communication skills—written, verbal and visual.
3. Ability to balance compassion and truth in dealing with challenging situations.
4. Ability to lead others, especially volunteers, in outreach and care through effective communication of shared vision.
5. Works independently and creatively on multiple tasks and in varying environments.
6. Sensitive to opportunities that arise or are available to serve the FMC body.
7. Thoughts, words and actions demonstrate support of FMC's vision and values.
8. Evidence of personal discipleship and commitment to being a disciple who makes disciples.
9. Seeks investment from other leaders in order to grow in personal competence and character as a disciple.

## Hours and Compensation

This is a part-time, hourly position with approximately 20 hours per week. Some Sundays will be required. Benefits are not provided. Salary is commensurate with experience.

This position description is not intended to include every detail of the job, but rather to provide a general description of the core responsibilities. FMC reserves the right to change job descriptions as the need arises or as church vision evolves.