

Woodlake United Methodist Church

Our mission is to make the love of Jesus accessible to all, even if it means digging a hole in a roof! (Mark 2:1-12)

Position Title:	Care Coordinator		
Department/Group:	Care	Position Type:	Exempt, Part Time, 20 hrs.
Location:	Woodlake UMC Campus	Travel Required:	No

Position Description

The Care Coordinator is responsible for facilitating and providing spiritual and emotional care for congregation and community members.

ROLES AND RESPONSIBILITIES

Coordinate Care Ministries

- Receive, track, and communicate care needs within the congregation
 - Compile weekly prayer needs and share them with the prayer team
 - Track and follow-up on prayer requests and care needs
- Equip the congregation to provide care for one another
 - Meet regularly with lay care ministers to equip, coordinate, and support their work
 - Recruit and train new care ministers
 - Coordinate meal trains, card showers, and other acts of care by congregation members
 - Plan and facilitate support group meetings as needed

Provide pastoral care

- Visit church members in hospitals, care facilities, and homes
 - Initiate and respond to members via phone calls, texts, and cards as needed
 - Counsel and refer church members to appropriate resources
- Provide bereavement care
 - Plan, coordinate, and lead funerals services and memorial receptions in partnership with the lead pastor and volunteer teams
 - Follow up with grieving families through calls, cards, and providing grief resources
 - Coordinate grief support groups
- Plan and coordinate the annual Service of Remembrance

Respond to community needs

- Receive and respond to requests for financial assistance through the church benevolence fund
- Be attentive to incidents and occasions within the community that might require a care response, such as accidents, acts of violence, or natural disasters, and work with the lead pastor to prepare an appropriate response

Connect with visitors and guests to Woodlake

- Follow-up with guests and visitors who come to worship or other events at Woodlake UMC
- Shepherd visitors and guests toward membership, connection, and involvement in the congregation

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Undergraduate or graduate training in theology, pastoral care, counseling, social work, or related field
- Clinical Pastoral Education experience preferred
- Experience in church leadership or a caring profession preferred

PREFERRED SKILLS

- Active listening, compassionate presence, and ability to maintain healthy boundaries
- Strong written and oral communication skills, able to share and communicate ideas across all levels of organization
- Demonstrated project management, strategic thinking and prioritization skills

DISCIPLESHIP EXPECTATIONS

We expect our staff to be engaged disciples of Jesus Christ. At Woodlake UMC, discipleship is based on the following five words.

WORSHIP	GROW	SERVE	GIVE	SHARE
<ul style="list-style-type: none"> • Attend weekend worship 42 times a year • Practice gratitude daily 	<ul style="list-style-type: none"> • Engage in a small group or class at least one time per year • Pray and read the Bible daily 	<ul style="list-style-type: none"> • Serve one per month (inside or outside Woodlake UMC) • Perform daily acts of kindness and justice 	<ul style="list-style-type: none"> • Give financially to the church with the goal of tithing • Practice generosity daily 	<ul style="list-style-type: none"> • Invite 5 people to Woodlake UMC each year • Prepare daily to share your faith

ADDITIONAL NOTES

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.