

Care Coordinator Job Description

Upland Community Church (UCC) is a body of believers within the Fellowship of Evangelical Churches (FEC). The mission of UCC is *to equip the generations to minister the Gospel of Jesus Christ in word and deed*. A major role of the ministry staff is to support, encourage, and develop lay leadership to realize the church's mission.

General Information

1. Position Title: Care Coordinator
2. Reports to: Lead Pastor
3. Purpose of this Position: to promote the effective spread of the Gospel into our local body and across our community through targeted communication, connections, relationships, soul care, and spiritual direction.
4. Characteristics: The Care Coordinator should be well-grounded in Scripture, humble, and self-motivated with a heart for discipleship, shepherding, and outreach.

General Qualifications

1. As a member of the UCC ministry staff, the Care Coordinator:
 - a. Must have a personal relationship with Jesus Christ
 - b. Must display a character of leadership as defined in 1 Timothy 3:8-13
 - c. Must demonstrate integrity and ministerial competence as a humble Christ-like leader
 - d. Must possess the ability to inspire and motivate Christian service within the congregation and help members of the body to develop their gifts
 - e. Educational requirements: Bachelor's degree
 - f. Must have adequate training/experience in mental health for counseling triage
2. All Ministry Staff at UCC:
 - a. Must comply with FEC doctrine, policies and positions
 - b. Must be a member of UCC (by virtue of position)
 - c. Must be able to equip believers to support and sustain the ministries of the church
 - d. Must be a flexible team player
 - e. Must communicate effectively orally and in writing
 - f. Must manage a ministry budget
 - g. Experience in a church, missions or ministry setting is preferred

Specific Responsibilities

The specific responsibilities are anticipated to be as follows with the understanding that there will be some flexibility of responsibilities based on the balance of gifts and abilities of all the ministry staff.

The Care Coordinator is responsible for the following:

1. Community Care—Equipping the generations to love their neighbors through:
 - a. Neighboring Class—Recruit or lead an occasional class training our people to become more mindful of their neighbors for the purposes of care and evangelism
 - b. Serve Day—Administrator for annual Serve Day event—a community wide, multi-site work day.
 - c. Stephen Ministry—Administrator for Stephen Ministry.
 - d. GriefShare—Recruit or lead our chapter of GriefShare
2. Congregational Care – Equipping the generations to care for the body of believers through:
 - a. Dispatch and Communication for Visitation (Elders, Pastors, Visitation Team)

- b. Counseling Triage (Professional, Pastoral, Stephen Ministries)
- c. Stephen Ministry–Administrator for Stephen Ministry.
- d. GriefShare–Recruit or lead our chapter of GriefShare
- e. Coordinate Funerals–in cooperation with the Pastors, Church Office, Families, & Funeral Homes

15-25 hrs per week