

# Faithbridge Church



## POSITION DESCRIPTION

### Position Assignment:

- **Title:** Care & Prayer Coordinator
- **Staff Grade:** Full Time (Salary) Role
- **Accountability:** Reports to Care Pastor
- **Ministry/Dept.:** Care & Prayer

### Summary of Position:

The Care & Prayer Coordinator is responsible for coordination of the Care & Prayer Ministry. This includes planning, administration, operational execution of strategic and tactical aspects of Bible studies, classes, groups, ministry programming, events, and support to the Care & Prayer team.

### Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Care and Prayer ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

### Administrative Duties & Responsibilities:

#### Prayer

- Serve as the primary team lead for Prayer Ministry, providing oversight, support, and direction to all related areas.
- Recruit and schedule altar prayer team volunteers.
- Send regular reminders and updates to scheduled team members.
- Actively participate in altar prayer during services.
- Oversee recruitment and scheduling for the Pastoral Prayer team.
  - Send timely reminders and coordinate logistics for those serving.
  - Participate in prayer coverage as needed.
- Monitor incoming prayer requests submitted via Connect Cards.
- Respond to requests when appropriate or escalate to pastoral care.
- Share requests with the Lead Team (include full details).
- Anonymize requests (remove last names) and send to Janice Cullins for the Email Prayer Chain.
- Serve as a backup for Janice Cullins to distribute urgent requests and Prayer Wall updates to the Email Prayer Chain.
- Schedule and coordinate quarterly Prayer Team trainings and fellowship events to encourage growth, alignment, and connection among volunteers.
- Serve as the staff point person for women who call or walk in during the week seeking prayer support.
- Provide short-term pastoral care for women.
- Lead and coordinate the weekday Staff Prayer Team, including scheduling and facilitation.

## **Funerals**

### **Pre-Event Planning & Coordination**

- Provide overall coordination of spiritual care for grieving families from the time of death through post-service follow-up.
- Serve as the primary point of contact for the family, maintaining ongoing communication from initial notification to service cleanup.
- Meet with the family to plan all aspects of the funeral or memorial service and reception, including service order, logistics, and hospitality details.
- Coordinate with internal ministry teams (Pastoral Care, Events, Worship, Production, Communications, and Facilities) to ensure seamless service execution.
- Recruit and coordinate volunteers as needed for various service roles.
- Collaborate with administrative staff for scheduling and reserving spaces (e.g., The Rock) and ensure volunteer support is in place.

### **Day-of Responsibilities**

- Provide pastoral care and emotional support to the family throughout the service day.
- Oversee all aspects of the funeral or memorial service and reception, from setup to cleanup, ensuring that all details run smoothly and reflect the care and values of Faithbridge.

## **Spiritual Care**

- Respond to prayer requests from Connect Cards, email, phone calls, and other sources.
- Provide pastoral counseling to women, referring to licensed counselors as needed.
- Visit or coordinate visits for hospitalized, rehab, or homebound women.
- Offer pastoral care and follow-up to staff women as needed.
- Make care calls to congregation members for encouragement or follow-up.
- Coordinate grief care efforts, including:
  - One-on-one appointments
  - Referrals to professional grief counselors
  - Mailing grief books throughout the first year after a loss
  - Encouraging participation in GriefShare
  - Leading the annual Celebration of Hope service in December
- Serve as the staff point person for the Martha's Kitchen Ministry (meal support).
- Provide crisis response care for congregational or community emergencies.
- Coordinate care-related support groups, including:
  - GriefShare
  - Caregivers Group
- Participate in Faithbridge discipleship efforts through MicroGroups and Bible studies.

## **55 & Up Ministry**

- Provide overall leadership and vision for the ministry, including oversight of the leadership team and coordination of volunteer leaders.
- Recruit, equip, and support volunteer leaders to serve effectively within the ministry.
- Plan and execute monthly luncheons in collaboration with the leadership team, including:
  - Scheduling several months in advance
  - Securing speakers, musicians, and relevant topics

- Creating agendas and coordinating leadership involvement
- Foster a culture of relational connection by networking with participants and engaging regularly with Affinity Groups and ministry gatherings.
- Create and distribute a monthly newsletter with current and upcoming ministry information.
- Coordinate all on-campus events by collaborating with Facilities, Events, Communications, Production, Worship, and database management (Tami Risher).
- Manage the ministry calendar, including event scheduling and room reservations.
- Launch and support new Affinity Groups to foster connection and community within the senior adult population.

**Summary:**

- Coordination of Serve Teams
  - Martha's Kitchen
  - Funeral Teams
  - Prayer Teams
- Coordination of Ministry
  - Prayer Ministry
  - Funeral Ministry
  - Care Ministry along with the Care Pastor and the Care Operations Coordinator
  - Women's Prayer and Care
  - 55+
  - Grief Share

**Ministerial Duties & Responsibilities (See Appendix pg. 5-7):**

|                                                                                                          |                                                                    |                                                                     |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Teaching, Preaching, & Leading Bible Studies                                    | <input checked="" type="checkbox"/> Pastoral Care                  | <input checked="" type="checkbox"/> Determining Benevolence         |
| <input type="checkbox"/> Writing Curriculum, Developing Bible Studies, and/or Creating Religious Content | <input type="checkbox"/> Evangelism & Outreach                     | <input type="checkbox"/> Conduction of Ceremony Services (Funerals) |
| <input checked="" type="checkbox"/> Leading Prayer                                                       | <input checked="" type="checkbox"/> Biblical Leadership & Training | <input type="checkbox"/> Conduction of Baptism                      |
| <input checked="" type="checkbox"/> Next Step Coach                                                      | <input type="checkbox"/> Worship Service                           | <input type="checkbox"/> Conduction of Communion                    |

1. Coordinate Pastoral Care appointments as appropriate.
2. Provide Pastoral Care and/or counseling
3. Assist in the planning and carrying out of Pastoral events
4. Ministry of presence
5. Potential leading and/or coordination of certain ministry programs
6. Benevolence ministry
7. Prayer ministry

**Skills and Educational Requirements:**

- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project-planning tasks.
- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling, and punctuation.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ College degree preferred, though not required.
- ◆ Ability to lead and equip laity for the purpose of achieving ministry objectives.

**Organization Relationship:**

This position shall be directly accountable to the Care Pastor. This position will have contact with church attendees, paid staff, volunteers, ministry partners, and outside vendors.

**Working Conditions:**

This is a salary and full-time position with approximately 35-40 hours per week with a regular weekly in-person schedule determined with the Care Pastor, along with some pre-approved Sunday, evening, off-campus, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, detail-oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of wisdom, leadership, administration, and discernment are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

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Employee's Signature

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Date

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Print Name

## **Appendix: Essential Religious Duties**

- **Teaching, Preaching, and Leading Bible Studies**
  - *Teaching from God's word is a spiritual gift (Romans 12:3-7; Ephesians 4:11-12)) that is granted so that one can effectively communicate the truths of the Bible to others. We believe that the spiritual gift of teaching involves the analysis and proclamation of the Word of God (Romans 10:14-15), explaining the meaning, context, and application to the hearer's life (2 Timothy 4:2-5). Note: The gift of teaching can be ministered both to individuals and in group settings. Therefore, the gift of teaching applies to any individual who teaches the content of the Bible to others. Examples include Sermons, Homilies, etc.*
- **Writing Curriculum, Developing Bible Studies, and Creating Religious Content**
  - We define Curriculum, Bible Studies, and Religious Content as any media, document, programmatic outline, testimonial video, learning lesson, or discipleship content that is scripturally based and promotes spiritual inspiration, learning, or growth.
  - *2 Timothy 3:16-17*
- **Leading Prayer**
  - Upholding the congregation, its ministries, and the community through private and public prayer and educating, empowering and inspiring the congregation in their personal prayer lives. Prayer is led through personal intercession, within small groups, and corporately.
  - *Psalm 17:6, Isaiah 38:5, James 5:16*
- **Next Step Coach**
  - The role of a Next Step Coach is to determine where an individual is in their personal discipleship and encourage them in their growth in the same manner that Paul teaches in Colossians 1:28-29— "admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ." A Next Step Coach must use spiritual wisdom to determine an individual's next steps in maturity by answering the following questions: 1) Is the individual a follower of Jesus Christ? 2) Does the individual have any personal Care needs (counseling, grief care, etc.)? 3) What is the next step in their spiritual maturity (Joining a Grow Group, joining a Serve Team, etc.)?
- **Pastoral Care**
  - Providing and ensuring the ministerial care and support of the congregation. The ministry of pastoral care includes the use of spiritual discernment to assess needs and the application of biblical wisdom in guiding individuals to the truths of scripture. To be a "doer" of the Word (James 1:22) by exemplifying Christ's love through action, supporting congregants seeking spiritual wisdom during spiritual, emotional, or physical need.
  - *Acts 19:4-6, Galatians 6:2, 1 Peter 5:2-3*
- **Evangelism and Outreach**

- Enabling the church to focus on the Great Commission (Matthew 28:19-20) by leading and equipping members to share and spread the Gospel through declaration of the Word (John 7:38-39), service, testimony, and short and long-term mission.
- *Galatians 6:10, 1 Corinthians 3:6, 1 Peter 3:15,*
- **Biblical Leadership and Training**
  - The development of leaders is crucial to equipping the body of Christ (1 Corinthians 12:27). The purpose of biblical leadership and training is the ongoing edification and replication of disciples, having been transformed by Christ upon salvation (2 Corinthians 5:17). Spiritual training develops perspective, heart, and skills that promote Christlikeness individually and corporately (Ephesians 4:16)
  - *Ephesians 2:20-22, 1 Thessalonians 5:11)*
- **Worship Service**
  - Establishing a worshipful environment in which congregants can experience connection with God (Hebrews 10:19-25) through reading and hearing of scripture, praise music, visual and audible media, thoughtful ordering of content, and spiritual disciplines.
  - *1 Corinthians 14:15-16, Ephesians 5:19, 1 Corinthians 16:2*
- **Determining Benevolence**
  - Jesus instructs his disciples in Matthew 25:31-40 to care for those in need (hungry, thirsty, strangers, without clothes, prisoners, sick, etc.). In Acts 4:32-37, the church leaders were responsible for determining the individual needs of its congregation and providing for those needs as they saw fit. We continue to uphold this today through our “Benevolence Fund”. Therefore, it is an Essential Religious Duty to assess the needs of congregants and determine the number of resources needed to help them overcome the various situations they are facing in their lives.
- **Conduction of Ceremony Services (weddings and funerals)**
  - The Bible preaches the Gospel of Hope, and this hope is a distinct marking found in transformed, surrendered followers of Jesus (Romans 8:24-25, Hebrews 11:1). As a shepherd of the congregation, pastoral and ministerial roles include the provision, support, care, and leadership within weddings and funerals with the intent of guiding all focus to the hope found in Jesus.
  - *Proverbs 23:18, 1 Peter 5:2-3*
- **Conduction of Baptism**
  - *Baptism is a sacrament* to be observed by the Church today, a means by which we experience God’s grace tangibly, though not a requisite for salvation. Faithbridge offers to those who have placed their faith in Christ any of three modes of water baptism which have been practiced throughout church history: immersion, pouring, and sprinkling. In addition,

Faithbridge offers either infant dedication or infant baptism. *As baptism is a sacrament, it will be conducted by those who understand its significance and meaning in the Christian church.* (Matthew 28:19-20)

- **Conduction of Communion**

- *Communion (also known as 'The Lord's Supper')* is a sacrament to be observed by the Church today, a means by which we experience God's grace tangibly, though not a requisite to salvation. Faithbridge believes that Communion is an outward sign or symbol of the broken Body and shed blood of Jesus Christ. We believe that in Communion we experience the very real presence and grace of Jesus Christ with us. *As communion is a sacrament, it will be conducted by those who understand its significance and meaning in the Christian church.* (Matthew 26:26-28; 1 Corinthians 11:23-30)