



Job Description

Position Title: Life Group Care Coordinator

Reports to: Lead Life Group Pastor

Campus: Gilbert

Status: Full-time, Non-exempt

Position Summary: The Life Group Care Coordinator is the leader and champion of care support provided in times of crises and through groups. This person will be the coordinator for care requests and emergencies that are not benevolence related. These care needs will be met by teams that are recruited and trained to meet these needs. This includes but is not limited to hospitalization, death, weddings, funerals, crisis care, intervention, and support/recovery programs. This position requires launching new groups, the recruitment and building of teams and leader training. This position will keep as a focus the goal of leading others to personally own their Marks of Ownership and corporately to be a keeper of the mission of Central.

Responsibilities:

- **Care**
 - Connect people to short-term groups that focus on providing care in the context of community and discipleship.
 - Provide leadership and oversight to teams that meet care needs including Support/Recovery, Visitation Ministry and walk-in needs.
 - Connect people to ongoing Life Groups for long-term discipleship and community.
 - Recruit, train and develop leaders for groups that provide care support, weddings, funerals, and hospital visitation.
- **Partner**
 - Partner with staff and Servant Ministers from Central to ensure all care needs on our Campuses are met.
 - Partner with the Gilbert Campus Pastor for events, campus needs and campus meetings.
 - Partner with Lead Life Group Pastor for the Gilbert campus to develop leaders and get people connected into Life Groups.
- **Teams to Lead/Team Leaders to Recruit and Develop**
 - Life Group Leaders and Coaches
 - Support/Recovery Teams
 - Care Teams (weddings, funerals, and hospital visitation, and Soul Care).
 - Foster Care Team

Competencies:

- Trust - Demonstrates honesty; keeps commitments; behaves in a consistent manner. Listens to others and objectively considers others' ideas and opinions, even when they conflict with one's own. Treats people with respect and fairness; gives proper credit to others.
- Communication - Communicates openly by clarifying purpose and importance in a positive manner; stresses major points. Keeps the main thing in front of others and uses an appealing style, candidness and humor.
- Decision Making - Able to make appropriate decisions in a reasonable time frame; determining whether action is needed. Identifies problems and makes the most appropriate decision.
- Initiating Action - Takes immediate action when confronted with a problem or when made aware of a situation. Implements new ideas or potential solutions without prompting; does not wait for others to take action or to request action. Takes action that goes beyond job requirements in order to achieve Central's objectives.
- Personal Growth - Accepts responsibility to grow spiritually, emotionally and intellectually; sets personal goals to continue learning in order to know scripture, cultural awareness and confidence in leadership.

Personal Expectations:

- Must align with the vision and values of Central Christian Church and be committed to doing Central no harm.
- Expected to be continually growing in your personal relationship with Jesus.
- Expected to be continually growing in your personal development. This includes reading at least two books per quarter on approved topics and submitting book reports on each.

Staff Expectations:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: This position is in an office setting. Sedentary work, with occasional lifting, carrying, pushing and pulling of objects weighing up to **twenty** pounds. Talking, hearing, seeing, typing is required with occasional stooping, crouching and reaching being necessary. Position requires approximately 10% standing or walking and 90% sitting.