

Care Ministries Assistant Job Description

Title: CM Assistant

Department: Care

Classification: PT Support Non-Exempt Staff

Reports to: Care Ministries Director

Supervises:

Updated: April 2018

PURPOSE

To provide support for the director of care ministries and care ministries

QUALIFICATIONS

1. Personal relationship with Jesus Christ as Lord and Savior, and evidence of a transformed Christian life.
2. Willing to support Constance's statement of faith, purpose, vision, constitution and policies.
3. Able to function well as a team player, healthy enough to work well with others. Has significant relational intelligence.
4. Gives high value to the following:
 - a. People - Is able and willing to work with individuals with patience and grace.
 - b. Serving - Is inclined to look for ways to help as opposed for looking for ways to say "no."
 - c. Organization - Is able to comprehend the big pictures of a ministry and able to develop methods to effectively manage the parts of the whole.
 - d. Details - Is a finisher, able to see projects and tasks to the end. Is able to address the details needed in successful completion.
5. Must have high communication skills, both verbal and written. Must be able to clearly communicate by phone, since this position requires a significant amount of time spent making phone calls and e-mails.
6. Demonstrates ability to perform routine office functions effectively and efficiently.
7. Personal computer skills using Microsoft Office products; and a willingness/aptitude for learning to use church management software.
8. Must be able to creatively problem solve while seeing the big picture.
9. Must be able to keep details of the job confidential.

RESPONSIBILITIES

(Estimate of Hours per Week Devoted to Each in Parenthesis)

Administrative Support (45%)

1. Assists in planning, organizing and administrating leader training events
2. Assists in, tracking the pre-marital process including preparing for the pre-marital seminars.
3. Assist with hosting funerals when needed
4. Creating, editing, and updating communication material (brochures, weekend program, website, mailings, Constant Contact, prayer response cards and weekly prayer reminder cards, etc.)
5. Communicating childcare needs to Nursery Coordinator
6. Prepare prayer response cards and mail weekly
7. Updating the monthly after service prayer schedule and send weekly prayer reminders.
8. Update and submit set up requests on Resources as needed
9. Responsible to type and prepare the prayer requests for staff prayer.
10. Process background checks.
11. Various tasks assigned by the Care Director



Communication (30%)

1. Phone Calling
2. Work with Care Director to follow up with a phone call to those that call with questions or concerns.
3. Back up for Care Director to call individuals in response to prayer requests

Case Management (25%)

Contact the person that is submitting the application

Gather all information necessary to help in making decisions. Share findings with the benevolence team.

RELATIONSHIPS

The CM Assistant will be directly responsible to the Director of Care Ministries and will work closely with other support and ministry staff.
