



# Fearless Family of Churches

Cultivate | Ridge Point | Third Coast

Following **Jesus** and Fearlessly Making Him Known

## Position Description

**Title: Care & Support Coordinator**

**Salary Level: Level VII**

**Leadership Development: Team Leader**

**Reporting Relationship:** The Care & Support Coordinator will report to the Community Life Pastor.

**Function:** The Care & Support Coordinator equips people to live as a family of fearless followers on mission by compassionately and boldly leading people toward care and support environments and supporting their leaders.

**Hours:** non-exempt, part time; 32 hours per week, may include evening and/or weekend hours

### Responsibilities:

- Partner with the CL Pastor in the development of infrastructure to insure the existence of solid “care environments” and appropriate follow-up support for all church attendees.
- Establish, maintain, and expand partnerships with community resources that will aid in care. This may require attending community resource meetings.
- Partner with Operations and Ridge Point Staff to implement and contextualize appropriate care environments for all church attendees. Works in collaboration with Network partners and staff to ensure that Fearless Family care and support guidelines and procedures are being utilized and practiced.
- Passionately communicate opportunities to provide and receive care and support at Ridge Point. (enews, community board)
- Facilitate the work of those delivering pastoral care, including Fearless staff members, and shepherding elders.
- Develop and maintain proper administration procedures, recruiting and equipping volunteers to lead well in areas of ministry, communication, and administration.
- Establish and maintain a pastoral staff rotation ensuring a pastor is available to the congregation when needed. Act as a resource in partnership with HR for the staff providing encouragement and tools as they care for others.
- Invite, invest in, and inspire Care volunteer teams.
- Work with care and benevolence teams to review and approve/deny financial requests
- Oversee, encourage, and support care groups such as Divorce Care, Grief share, Celebrate Recovery, etc.
- Support the team that facilitates weddings, funerals, hospital visits, etc.
- Provide triage intake counseling to discern and, when necessary, refer individuals for professional counseling.
- Maintain accurate reports and documentation of care given at Ridge Point.

### As a staff we value:

- **Christ In You, Then Through You:**  
Be transformed by who you are in Christ in a way that moves you to transform and bring health to your relationships and environments
- **Stronger Together:**  
Become stronger together by forming authentic relationships founded on trust.
- **Live The Vision:**  
To embody the Ridge Point DNA in a way that fosters a culture of Kingdom minded disciple makers

- **Pray Like It Depends On God:**  
Constantly engage in effective prayer for the health and direction of the ministry and the advancement of the Kingdom.
- **Work Like It Depends On Us:**  
Work in such a way that God would claim it as His own.
- **Pursue Innovation and Embrace Change:**  
Thinking through new ideas and risking failure so that we are continually improving.

**Experience**

- Preferred two years experience in church ministry or social work
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams.
- Preferred two or four year degree in relevant field
- Member or willing to become a member of Ridge Point Church within 6 months of employment.

**Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.**

Signature \_\_\_\_\_

Date \_\_\_\_\_