



COLONIAL PRESBYTERIAN CHURCH

Overland Park Care Coordinator

JOB DESCRIPTION

- To support and serve our ministries of Prayer and Care under the umbrella of Colonial Cares.
- To care more fully for our church family and engage the Body to be the Body of Christ.
- To work with the Care Director, Pastoral Staff, Prayer/Care Deacon, Care Ambassadors and leaders to identify, meet, and care for the needs of our church family.
- To develop, shepherd, and equip leaders and volunteers to pray and care with compassion and comfort as God the Father through Jesus Christ has shown us!

WORKING RELATIONSHIPS

Reports to: Colonial Cares Director

Supervises: Volunteers (as assigned)

Teams with: Colonial Cares Team, Staff Leaders, Volunteers, and Community Contacts.

DUTIES & RESPONSIBILITIES

- Pray First, Love Generously and create a Safe Harbor for people to share and serve needs.
- Receive and distribute church family needs and concerns. Check on prayer requests, write care cards, place calls, schedule visits, and deliver care blessings.
- Work alongside the Care Director and Pastors to care for needs and arrange follow-up care with Care Ambassadors, leaders and volunteers.
- Engage and equip leaders and volunteers to provide care through prayer, calls, cards, and visits.
- Help coordinate prayer teams for OP Campus worship services alongside the Prayer Deacon.
- Send prayer and care opportunities to those serving Care Connect Team.

- Prepare deliveries for leaders and volunteers. Care blessings include God’s Garden wildflower bouquets, prayer shawls, quilts and other care blessings.
- Welcome new members and staff. Provide support and encouragement.
- Collaborate with Staff Ministry Leaders to develop care opportunities and engage volunteers. This can include Children’s, Youth Ministries, Foster Adopt, and Senior Adult Ministry.
- Work with the Director to plan yearly events, support group leaders and appreciate volunteers.

POSITION DETAILS

Outcomes/Goals:

- Provide support and shepherd care to our prayer and care team leaders and support groups.
- Identify and respond to the needs of our church family.
- Engage, equip, and nurture leaders and volunteers to serve and be served.
- Develop on-going opportunities to enhance and elevate our Colonial Cares Ministry.

Training and Support:

- The Care Director will provide a complete overview of Colonial Cares umbrella that includes Prayer, Care and Support. We will discuss Colonial’s mission, values, priorities, and leadership skills. The Pastors will also provide guidance and support. We are a team and Better Together!
- The Care Coordinator will work closely with the Pastors and leaders to meet the current and future needs of our church family.

Reporting and Meetings:

- Report to the Care Director and meet weekly to discuss care needs and how they were/are being met, future needs and priorities.
- Attend the OP Director’s Meeting monthly.
- Attend the OP Care Meeting monthly.

Time & Location:

- 12 hours per week (without benefits). Primary hours will be from Monday-Thursday, except for working two Sundays a month for several hours to greet and meet visitors and members, serve on the Prayer Team and engage leaders and volunteers.
- While there will be support of Central (cross campus) outreaches, the Care Coordinator will work primarily at the OP campus.

SKILLS & REQUIREMENTS

Qualifications and Spiritual Gifts:

- Listen, love, lead and shepherd with commitment, compassion, integrity, dependability, availability and most importantly trust in the Lord Jesus Christ, coupled with a strong inner desire to pray, help, and care for others.

God's Word and Promises:

- *"If anyone serves, let it be with the strength that God supplies, so that in all things God may be glorified through Jesus Christ, to whom belong glory and dominion forever and ever. 1 Peter 4:11*
- *"It is more blessed to give than to receive." Acts 20:35*
- *"Let us consider how we may spur one another on toward love and good deeds...let us encourage one another" Hebrews 10:25*

AGREEMENT

I've read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

CAMPUS PASTOR _____ Date: _____

EXECUTIVE PASTOR _____ Date: _____

SENIOR DIRECTOR OF HR _____ Date: _____