



Job Title: Ministry Coordinator – Care

Department: Care Ministry

Reports To: Care Pastor

Classification: Full Time (Mon-Fri) | Non-Exempt | Coordinator

Date: January 2026

Summary

The Care Ministry Coordinator provides comprehensive administrative, operational, scheduling, volunteer leadership, communication, and systems support for the Care Pastor and the Care & Marriage ministries. This role serves as the organizational backbone of the ministry, ensuring excellence in pastoral support, ministry programming, volunteer development, database accuracy, financial processing, and event execution across all campuses.

This is a full-time position requiring a high level of initiative, organization, relational intelligence, and spiritual maturity to support the care, marriage, and pastoral ministries of CCC.

Essential Duties and Responsibilities

- **Pastoral & Leadership Support**
- Implement assignments given by the Care Pastor related to the ministry area, demonstrating initiative and proactive follow-through.
- Manage the Care Pastor's calendar including scheduling appointments, coordinating meetings, resolving conflicts, and sending reminders.
- Help the Care Pastor stay on schedule by monitoring meeting timing and assisting with transitions as needed.
- Coordinate Care Pastor and Care Associate schedules for meetings during office hours.
- Take detailed notes during meetings including recording decisions, assignments, and next steps.
- Receive and screen incoming calls, take clear messages, and return calls as needed.

Ministry Operations & Event Coordination

- Administer weekly and ongoing Care & Marriage ministry events.
- Coordinate with other ministries to ensure events are set up for success.

- Schedule all campus activities for care and marriage ministries.
- Maintain the master calendar for care, marriage, and all training activities.
- Coordinate curriculum, copies, signage, and supplies for all care and marriage ministry needs.
- Purchase supplies and food for ministry programming and events.
- Serve at CCC Holiday Events and Special Events (e.g., Easter, Christmas, etc.), adjusting weekly schedule as needed to avoid overtime.

Volunteer Leadership & Development

- Recruit, manage, and coordinate volunteer teams for care, marriage, POC, Rock check-in, Signup Genius, and special events.
- Maintain volunteer lists and coordinate communication between care, marriage, and care support volunteers.
- Intentionally mentor and coach volunteer team members toward increasing levels of responsibility and leadership.
- Empower volunteer Team Members by developing an Ephesians 4:12 culture in ministry areas, resulting in high levels of engagement.
- Facilitate volunteer team building and training as needed.

Communication & Web Management

- Send branded, regular communications to volunteers and attendees for all care and marriage functions, programs, and events.
- Manage communications between ministry leadership, volunteers, and participants.
- Update website content for care and marriage ministry information and programming.

Financial & Administrative Processing

- Prepare and process financial paperwork related to the ministry including Purchase Orders, Visa Reconciliation, Check Requests, etc.
- Track expenses and assist with budget awareness for care and marriage programs and events.
- Coordinate purchasing ministry needs in alignment with CCC policies.

Database, Scheduling & Systems

- Coordinate all Rock database support functions for care, marriage, and POC needs.
- Manage POC scheduling and daily POC reminders.
- Oversee scheduling for all care and marriage activities across campuses.
- Maintain accurate records and systems to support ministry effectiveness.

General Administrative Support

- Provide administrative assistance to Care Ministry leadership and related teams.
- Complete any other assignments relating to the Care & Marriage Ministry areas.

Qualifications

- 3–5 years experience as an administrative assistant, preferably in a large church, business setting, or equivalent.
- Demonstrated spiritual giftedness in leadership, administration, and hospitality.
- Strong organizational, communication, and relational skills.
- Ability to manage multiple priorities, maintain confidentiality, and exercise discernment.
- Proficiency with scheduling systems, databases (Rock preferred), and standard office software.
- A heart for pastoral care, marriage ministry, and serving people with compassion and excellence.

General Expectations

- Attend all required staff meetings, retreats, vision nights, leadership gatherings, and All Hands On Deck events.
- Participate in personal spiritual development: prayer, Bible study, retreats, continuing education in creative arts and worship ministry.
- Serve as a visible leader in the church body—willing to engage with the congregation, welcome guests, and model the Compass leadership culture.
- Maintain flexibility in schedule based on ministry needs, taking into account rehearsal nights, service preparation, special events, seasonal productions.

Work Environment

- Work primarily in a professional office setting within the church building.
- The work environment includes standard office equipment and resources.
- Frequent interaction with church members, volunteers, and other staff.
- May require occasional evening or weekend work to support church events and activities.
- Can have periods of high volume, especially around holidays and special events.

Physical Demands

- Sitting for extended periods
- Standing and walking
- Setting up and tearing down tables, signs, photo booths, etc
- Ability to lift, carry, or push items ranging from 25 to 50 pounds
- Frequent movement across large spaces (i.e. auditoriums, front lawn, ramada, classrooms, and offices).

- Standing and walking for extended periods (especially during walk-through and the day of ministry events).
- Occasional need to climb, stoop, kneel, crouch, or crawl to set up event spaces.

Disclaimer

This description reflects the current responsibilities of this position and may be updated as the ministry grows and evolves.

Acknowledgement of Essential Functions

I have reviewed this job description and I understand the essential duties, responsibilities, and physical demands required of the **Facilities Worker** position.

I attest that I am able to perform the essential functions of this job, including the physical demands described **with or without reasonable accommodation**.

Employee/Candidate Name (Print):

Signature: _____

Date: _____