

BUFFALO COVENANT CHURCH CARE MINISTRY ASSOCIATE



The Care Ministry Associate partners with the Director of Care Ministry to provide compassionate care and practical support to individuals and families during times of need. He or she helps foster a culture where people are known, supported, and cared for while advancing the mission of Buffalo Covenant Church: *to glorify God by being disciples who make disciples of Jesus Christ.*

QUALIFICATIONS:

1. Spiritual and emotional maturity, with an intimate relationship with God through Jesus Christ, a love for people, and a heart for caring for others.
2. Commitment to prayer and sensitivity to the leading of the Holy Spirit.
3. Interpersonal skills that include the ability to build relationships, collaborate well with others, gain trust and respect, and respond with compassion, combined with integrity and a servant's heart.
4. Experience coordinating and supporting volunteers, including recruitment, training, and encouragement.
5. Excellent written and verbal communication skills, including the ability to listen well and connect authentically.
6. Strengths in administration, communication, encouragement, compassion and attention to detail.
7. Complete support of Buffalo Covenant Church's doctrinal statements: *Statement of Faith, Mission Statement and Core Values* and *Resolution on Sexuality and Marriage*

RESPONSIBILITIES:

1. Partner with the Director of Care Ministry to coordinate the Visitation Team, support groups, care events, and ministry responses to individuals and families in need.
2. Provide compassionate care through home, hospital, and care facility visits, phone calls, prayer, meals, transportation, practical assistance, and other appropriate follow-up for those experiencing illness, loss, or other life challenges.
3. Coordinate care ministry volunteers by recruiting, equipping, scheduling, and encouraging those who serve in visitation and other care ministries.
4. Serve as Funeral Coordinator by assisting families with planning funeral services, coordinating volunteers, and providing care and support throughout the funeral process.
5. Coordinate ongoing care ministry initiatives, including Soup & Prayer gatherings, blood drives, Meals on Wheels, Food Distribution, Havenwood gatherings, and other ministry events as assigned.
6. Lead the church's greeting card ministry by recognizing milestone birthdays and anniversaries and sending notes of care and encouragement to those in need.
7. Communicate regularly with church staff to coordinate ministry responses, share care needs, and ensure effective support for the congregation.

RELATIONSHIPS:

1. Reports directly to the Director of Care Ministry.
2. Works collaboratively with church staff to coordinate care for the congregation.
3. Recruits, equips, and supports the Visitation Team and other care ministry volunteers.
4. Builds meaningful relationships with congregation members, offering care, encouragement, and support during times of need.

COMPENSATION:

This is a part-time position (approximately 20 hours per week) with a hourly wage range of \$17-19, commensurate with experience.