

TITLE: Congregational Care Ministry Assistant – part time (28 hours)

PURPOSE: To provide administrative support for the Congregational Care and GroupLife Ministries as well as general office support to the North Office.

REPORTS TO: Pastoral Care Pastor

MINISTRY ASSIGNMENTS:

I. ALL WOODLANDS MINISTRY ASSISTANTS

- a. **Christ-centeredness** – Maintains a consistent connection and commitment to Christ; Seeks His direction and strength in fulfilling ministry responsibilities; Seeks to model Christian life; Exhibits Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control). *Gal 5:22-23*.
- b. **Self Management** - Organizes & prioritizes well; Uses time efficiently; Consistently produces high quality work; Meets deadlines; Actively seeks to improve job skills; Seeks to develop, improve, and maintain a high level of professional knowledge for given areas of responsibility.
- c. **People First/Servanthood** - Values and respects each individual they interact with; Expresses a warm, friendly, gracious attitude; Humbly willing to pitch in and do “whatever it takes” to accomplish what is needed; Seeks to go “above and beyond” for the sake of others.
- d. **Teamwork/Relationships** - Works well on a team; Helpful to coworkers; Works effectively with others; Accepts constructive feedback; Supports teamwork through open and honest communication; Encourages and recognizes the contributions of others; Fully engaged in team activities and meetings; Resolves conflicts gracefully; Guards the unity of the team.
- e. **Flexibility/Innovation** - Identifies, shares, and is receptive to new ideas; Adapts to new situations; Helps others overcome resistance to change; Recognizes problems, finds new and unique solutions to solve them; Works to improve existing processes; Uses creative & innovative thinking to contribute to organizational and individual objectives; Contributes to group processes to set plans & resolve problems.
- f. **Communication** - Speaks and writes clearly; Listens to others; Shows sensitivity and caring; Responds promptly to inquires; Maintains confidentiality; Represents Woodlands Church well in all interactions with others.

2. PRIMARY ASSIGNMENT: CARE MINISTRY SUPPORT

- a. Follow up on updating support resources available in the community; Communicate with United Way, CAP Services, etc., to keep a running, updated document of services available in the community;
- b. Manage My Woodlands “Get Support” form and responses;
- c. Work with Care Coordinators and Care Pastor to oversee the care tracking process; update files in the Care & Support Ministry using the Google Drive shared drive;
- d. Review and request updates to the Care/Outreach website pages;
- e. Manage weekly documents (prayer requests and medical report) and communicate with appropriate teams and leaders;
- f. Manage the Encouragement Team Ministry, sending and tracking cards based on various needs and requests; and
- g. Manage the Pastor on Call with weekly emails and quarterly scheduling.

3. PRIMARY ASSIGNMENT: CARE GROUP FORMATION, TRACKING, AND GROUP LEADER SUPPORT

- a. Follow up on requests for information about Care Groups and those expressing an interest in getting into a group;
- b. Facilitate group formation by connecting potential members with groups;
- c. Track Care Groups interest and participation; and
- d. Maintain and communicate up-to-date information on existing groups (topic, members, meeting time, etc.); and
- e. Assist Care Group leaders through researching, ordering and managing Care Group resources.

4. PRIMARY ASSIGNMENT: CARE GROUP EVENT SUPPORT

- a. Administration of Care Groups, promote sign ups and assist leaders in group facilitation.

5. PRIMARY ASSIGNMENT: GENERAL OFFICE DUTIES & MINISTRY SPECIFIC SUPPORT

- a. Provide general administrative support to the North Office, including receiving and making phone calls, greeting visitors and answering questions, sending and responding to email, producing and sending letters, database management, copying and ordering supplies), with a special emphasis in supporting GroupLife and Congregational Care Ministries.