



## JOB PROFILE

**JOB TITLE:** MINISTRY COORDINATOR—COMMUNITY CARE

**REPORTS TO:** PASTORAL LEADER OF COMMUNITY CARE

### MINISTRY PURPOSE:

*Love God, Love Others* by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. This position assists the Pastoral Leader of Community Care in developing, supporting, and leading an effective ministry that engages all ages of the SCC family to use their gifts and resources to show the love and care of Christ to our neighbors, in accordance with the Statement of Faith, Bylaws, and Core Values of Stonebriar Community Church.

### MINISTRY RESPONSIBILITIES:

Including but not limited to:

- Answer questions about the Community Care Ministry and help people in the church find their fit serving in the ministry.
- Be able to answer basic questions about the Missional Living Ministry (which includes Community Care and Global Care) as well as the church's faith, providing religious resources or praying with someone if requested.
- Coordinate and communicate with supervisor regarding responsibilities to be managed on site or remotely.
- Provide support and coordination of annual Community Care Ministry events:
  - Change for Life
  - GO and BE Spring
  - Summer Lunches
  - School Supply Drive and Outreach
  - Clothe a Child
  - Season of Giving (Thanks for Giving, Comfort and Joy, local holiday outreaches)
- Provide support and coordination to our ongoing community ministries:
  - Senior Living encouragement, visits, and worship services (currently at Parkview Senior Living and Prairie Estates Nursing Home)
  - Homeless ministry in South Dallas (Cornerstone kitchen and clothing/shower complex)
  - C-kids (Saturday Bible club for inner city kids in South Dallas)
  - Kids Beach Club (after-school Bible clubs)
  - Monday Food Drive
  - Frisco Connect (career transition meeting twice a month)
  - Encouragement and relationships with our local community and school partners
- Collaborate with the Missional Living Pastor and the ministry to serve Missional Living as a whole.

## MINISTRY QUALIFICATIONS:

### Character

- Maintain a personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Function well with coworkers, treating them with honor and grace, and providing prayerful support—a team player.

### Philosophy of Ministry

- Be an active part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values: character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, and glory to our God.
- Work with others in accordance with this statement: *We want more for each other than from each other.*
- Be in full agreement with and committed to the Statement of Faith of SCC.
- Have a compassionate heart with a strong desire to help care for those in need (of all ages and stages of life).

### Competency

- A hard worker with initiative.
- Relates well to the public.
- Strong ability to follow through.
- Proficient writing and speaking skills.
- An ability to connect, encourage, and build trust with others.

## TEAM MEMBER CONTRIBUTION:

- Support the Missional Living Team as needed.
- Coordinate with Missional Living leadership and church office staff.
- Attend meetings including but not limited to Community Care, All Staff, and Missional Living.
- Be available by cell phone outside regular office hours (stipend will be provided).
- Contribute toward the improvement of the ministry as a whole.

## JOB STATUS:

Part-Time: 25 hours per week

Non-Exempt

Benefits Not Available