



Elmbrook Church Position Description

Coordinator of Care

Position Summary:

The position is a valued leadership role working in collaboration with Ministry Directors, other Church Departments, and the Care Volunteer Team to provide care, training, education, and support for the congregation. Care at Elmbrook is provided through groups, benevolence, one-on-one coaching or mentoring, and education. This position will align with Elmbrook's Vision Frame – Rooted in Jesus and Released to His Mission and Core Values.

Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ; member of Elmbrook Church.
- Endorse and support Elmbrook statement of faith, vision and core values.
- Participation in a Life Group or willingness to join one.
- A desire to grow, seeking relationships, resources and training to assist in the continuation of personal and professional growth.
- Model servant leadership by attitude and practice.
- Desire to build positive and healthy relationships with other staff.
- Strong communication skills, verbal and written, as well as displaying abilities in speaking and presenting to various sized groups.
- Strong organizational, technical, project management and decision making skills. In addition, the ability to facilitate a cohesive and system-wide approach to delivering care.
- Knowledge of the counseling field, including one-on-one skills, understanding of society's relevant emotional, social, and mental issues, and awareness of educational resources.
- Solid leadership skills to represent and engage with team coordinators and leaders well.

General Responsibilities:

- Oversee vision and strategic planning of the Care Ministry
- Collaborate with main ministry leads to offer care through the training of leaders, providing education, and connecting resource
- Participate in all ministry department meetings and initiatives
- Support the ministry department through servant leadership and collaboration
- Provide supervision and coaching to team members, paid and non-paid
- Provide oversight, direction, and feedback on core care components including, divorce care, grief care, Celebrate Recovery, marriage care, financial care, and mentoring/coaching
- Offer oversight to the wedding team
- Continue implement and practice of Leadership Pipeline in Care area through recruitment, apprenticing, and development
- Building teams by guiding and leading care teams to cohesively reach people and impact lives.
- Network with outside para-church organizations, Christian counseling agencies, and James Place to develop resource referrals
- Collaborate with Campus Pastors at each site, routinely assessing and resolving care needs

Position Information:

Full-Time, Salaried, Exempt Position

40 -45 hours / week

Salary – dependent on experience, skills & education

Reports to:

Ministry Department – Brookfield Campus

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