



Position Description

TITLE: Care Ministry Coordinator

I REPORT TO: Norfolk Campus Pastor

CATEGORY: Part Time – 35 hours/week

SALARY RANGE: \$19.00-\$22.50/ hour

LAST UPDATED: August 2026

Qualifications

- Follower of Jesus Christ, exhibiting a growing relationship and spiritual maturity
- Committed to the vision of Grace Bible Church
- Wisdom to be both compassionate and tough minded to truly help the materially and spiritually poor as well as the grieving and unhealthy
- The ability to analyze situations, define needs, and provide next steps and resources
- The ability to provide a confidential and safe place for people to express emotions and experience
- Strong communication skills; ability to relate well to the church as well as to leaders of agencies and resources outside of the church
- Strong leadership and administrative skills
- The ability to recruit, train, and motivate volunteers
- The ability to develop systems whereby many people can be involved in care ministries
- Strong attention to detail
- Excellent oral communication to verbalize issues clearly, concisely, and competently in positive or negative situations
- Strong computer skills, including proficiency with word processing software (Excel, Word, PowerPoint)
- Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines
- Ability to work weekends and evenings on occasion
- Ability to collaborate with ministry leaders

Primary Areas of Involvement

- Counseling Requests, Community Care Requests (Financial Assistance), Marriage Mentoring, Marriage Enrichment Classes, Date Night 757 & Blue Christmas Events, Memorials, Grief Groups, Wedding and Officiant Requests, Prayer, Partnership with Local Outreach

General Responsibilities – Care Ministry Coordinator

- Lead Grace Bible Church in creating a safe environment for people to take their next steps with God
- Identify, plan, and coordinate Care Ministries that are effective and impactful for Grace participants who are in need
- Provide next steps for spiritual and emotional health through counseling resources, local aid, Grace community groups, and serving opportunities



- Develop and update resources for counseling, local financial assistance (non-profits and government aid), transitional housing, and other areas if needs are consistent
- Responsible for Care Ministry Planning, Annual Budget, and Policies and Procedures
- Maintain updated records of requests and communications with Grace participants requesting support
- Maintain confidentiality of documents and correspondence
- Research and gather information for Care projects
- Accurately prepare correspondence, documents, reports, forms, and other materials
- Understand and utilize Care processes, forms, applications, and database
- Coordinate event promotions with the communication team for Care and Celebrate Recovery events
- Coordinate the Community Care Assistance Team. Communicate with both the team and the applicants and execute all tasks to execute request.
- Coordinate the Memorial Team and communicate with the GBC team, the family, and the funeral home
- Receive and process applications (Community Care, Memorials, Counseling, Prepare & Enrich Marriage Mentoring/SYMBIS, Weddings/Officiants)
- Help plan and organize annual events and classes (to include scheduling, speakers, contracts, budget, promotional needs, and volunteer support)
 - Blue Christmas, Date Night 757, Thrive the Marriage Path Short-Term Group, Life's Healing Choices, Marriage Mentoring, Weekend to Remember (external event promoted at Grace), Memorial Services, Weddings/Officiants, Grief Short-Term Group
- Prepare monthly credit card reconciliations for Care Ministry
- Prepare monthly mileage reimbursements for Care Ministry
- Ensure Care ministries and events have all necessary supplies
- Create and update policies and procedures relating to Care Ministries
- Coordinate lay-counseling and prayer for those that contact the church in crisis
- Oversee all GBC prayer requests
- Recruit, develop and lead volunteer teams that will:
 - Care for and help provide resources for Grace participants that need support
 - Use their areas of knowledge and experience to serve others going through similar life events and hardships
- Collaborate and coordinate with other ministry teams to provide care and resources to Grace attendees
- Perform Ministerial duties as needed