



## Position Title: **Connection and Care Coordinator**

**Description:** The role of Connection and Care Coordinator (CCC) encompasses a broad spectrum of individual projects and responsibilities, all of which serve to provide either *congregational care* or *opportunities for connection* within the Emmanuel community. In their role as a key provider of congregational care, the CCC will work with the Senior Pastor to effectively come alongside members of the church who are experiencing significant life transitions or hardships, reaching out to be a supportive presence on behalf of the church and helping to connect people with the resources and relationships they need. In their role as an instigator for new relationships and connections between people, the CCC will spearhead our efforts to creatively reach out and draw people together, both electronically and in-person.

*Reports to: Senior Pastor*

### **Areas of Responsibility**

*Working alongside the Pastor, staff, and other leadership of the church, the CCC will help to support and connect community members in a variety of ways, including but not limited to:*

- *Congregational Care (about 3 hours per week)*
  - Proactively reaching out to those experiencing grief or loss
  - Supporting individuals and families in times of transition or need
  - Regular contact with elders and those who are homebound
  - Serving as point-person for receiving and distributing community prayer requests, with personal follow-up
  - Availability to meet with individuals seeking connection or conversation
  - Helping to rally other church members to assist with the support of people within the community
- *Community Connection (about 4 hours per week)*
  - Being a welcoming presence on Sunday mornings, work to create a hospitable worship space
  - Building intentional relationships with new people and those not yet well connected to others
  - Producing events, receptions, and other opportunities to gather and build relationship
  - Promoting online connectedness through consistent social media management and engagement
  - Engaging in creative focused encouragement and outreach campaigns for subsets of the church community throughout the year (cards, gift bags, email, in-person)
  - Assisting with the creation and execution of efforts to engage with the broader neighborhood
- *Weekly Staff Meeting (1 hour per week)*
  - Attend a weekly Emmanuel staff meeting with the Pastor, Administrator, Worship Director, Kids Ministry Coordinator, and Facilities Manager.
- *Other tasks as assigned*

**Compensation:** The Connection and Care Coordinator will receive an annual salary of \$10,000.

**Time Commitment:** This is a year-round position, with regular responsibilities averaging **8 hours per week**. Periodic vacation and other leave days are encouraged, and you will work in advance with volunteers to cover any essential duties that must be completed during your leave. Participation in at least 75% of Sunday worship services is expected for this position (and is included in the estimated weekly time commitment).



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