



Position: Care Groups Coordinator – Part Time: 15-20 hours a week

Purpose: To help Cornerstone Church achieve its mission to Help People Know Jesus and Make Him Known by engaging individuals of the church family into an environment where spiritual growth happens through personal care. The primary goals of this position are to support all aspects of Care Groups | Peer-Support Communities.

Responsibilities

- Recruit, train, advise, and support volunteer peer-support group leaders
- Develop an encouraging and supportive environment for successful volunteer group leaders
- Research, collect, and/or create content for faith-based Care Groups
- Develop and implement best practices for faith-based Care Groups
- Work with congregation members and Cornerstone staff to assess the emotional and practical needs of the congregation & community to develop Care Groups that meet these needs for emotionally healthy spirituality
- Develop, implement, and/or maintain a process for evaluating the efficacy of Care groups and adjust curriculum and formats as needed
- Provide clinical support for peer support group leaders and participants including but not limited to crisis intervention, referrals to professional and community resources, collaborating with Cornerstone's existing system for referrals, and mandated reporter training and management
- Attend Care Groups Night and meet with Care & Prayer Director as scheduled

Communications and Administration

- Plan and manage timely administrative processes for times, locations, resources, and registrations of groups, including coordination with Cornerstone ministries and/or national organizations
- Plan and manage timely communications to the Cornerstone congregation and to the community information about Care Group times, locations, and registrations
- Work directly with Care and Prayer Director to help carry out the vision of Care Groups

Work With Internal/External Partners

- Participate in regularly scheduled staff meetings
- Recruit, train, support, and lead Care Group volunteers to lead peer-support groups
- Collaborate with other ministries to support emotionally healthy spirituality

Attributes, Knowledge & Skills Requirements

- A member of, or willing to become a member of, Cornerstone Church
- Willingness for continued training and growth
- Contagious enthusiasm
- Ability to manage many tasks simultaneously

- True love for people and desire to match them to their ministries
- Terrific people skills with an ability to inspire volunteer leaders
- The ability to work as a team player with other staff members and laypeople
- Ability to be tactful and confidential
- Effective planning and organization skills
- Strong administrative abilities
- Attention to detail
- Experience and proficiency with Microsoft Office applications
- Ability to learn and manage digital applications like Church Community Builders and LeadR
- Works well with a variety of people/personalities
- Ability to manage multiple projects and priorities

Core Competencies

- Self-motivated, diligent, and constantly thinking about the next step and opportunity
- Points out contributions of others, shares credit, and emphasizes team over self
- Uses good judgement in group dynamics and understands the impact of word and actions
- Communication-prompt, courteous, respectful, helpful and appropriate
- Accountability- demonstrates responsibility and uses accountable communication
- Integrity- honest and adheres to moral and ethical principles; trustworthy
- Inclusiveness- competently communicates across gender, race, class and cultural spectrums

Working Conditions

- Regular standing, walking, climbing, crouching, bending, pushing, or pulling
- Understand, speak, read, and write fluent English
- Required to talk and hear
- Able to lift to 50 lbs.
- Able to use fine motor hand functions

Position Requirements

- Bachelor's degree or experience preferred in ministry, administration, communications, social work or related field