



Job Profile

The BereanCare Ministry Assistant serves on the GO team, pursuing the goal of having our lives, our community and our world transformed by the power of the Gospel. This mission is accomplished through the strategies of *Gather, Grow, Give and Go*. This Assistant will support BereanCare by communicating with caregivers and support group leaders, the Care and Senior Adult Ministry Pastor and our Faithfamily around care ministry needs and resources. This is a part time position, averaging about 20 hours per week.

Job Responsibilities

Essential duties:

Provide support for all the components of **BereanCare**:

- Respond to requests for care and, in conjunction with the Care Pastor, make the connections with appropriate care givers
- Maintain the pastoral care database (Curanotis)
- Work with the Communications Team to effectively promote Care Ministry events – dates, times, and locations on the website and other media sources.
- Coordinate registration, enrollments and fees for support groups and other Care ministries.
- Make room reservations and define room set up within eSpace.

Other duties:

Assist Care and Senior Adult Ministry Pastor with hospital and shut-in visitations by handling phone inquiries, checking with hospital status of patients and offering scheduling help

Knowledge, skills, and abilities

- Growing, personal relationship with Jesus Christ
- Agreement with BBC Statement of Faith
- Must be or become a member of Berean
- Servant's heart and passion for ministry
- Understand the importance of confidentiality when dealing with pastoral care matters
- Prior training in Stephen Ministry, or similar, to understand the parameters of care ministries
- Prior administrative experience with strong organizational skills
- Strong relational and interpersonal skills; ability to build relationships through many channels of communication
- Experience in event and meeting planning
- Proficiency with Microsoft applications and ability to learn new applications such as Arena, eSpace, Curanotis

**"We know that for those who love God all things work together for good, for those who are called according to his purpose."
Romans 8:28 ESV**

Work Conditions

Primarily office hours during weekday hours. Some weekend hours are required of all Support Staff during the Christmas and Easter seasons.