CARE COORDINATOR POSITION

Overview

North Coast Church seeks to employ a part-time Care Coordinator (1 day a week) to work within the Membership portfolio beginning January 2025. The Care Coordinator will report to the Membership Pastor and will be responsible for coordinating the pastoral care services of North Coast. This role is designed to foster a nurturing, biblically-centered environment where church members feel supported, valued, and cared for through the various seasons of life.

North Coast Church

North Coast Church is an independent church with Christian, evangelical and reformed convictions. It is located in the suburb of Balcatta, about 14kms from Perth CBD and has approximately 1 million people in a 20-minute radius.

NCC currently has approximately 600 attendees (adults and children) over its two Sunday services.

Vision	We see Jesus standing with crowds of people from Perth & beyond made alive by His Spirit through His gospel and delighting in Him for all eternity to the glory of God the Father.
Values	Biblical; prayerful; devoted; godly; loving; committed; generous; persevering.

For more information about NCC, please see northcoastchurch.org.au. NCC is part of the Fellowship of Independent Evangelical Churches (fiec.org.au).

Key responsibilities of the Care Coordinator

- Promote the mission and goals for Membership
- Oversee the pastoral care team, including building scalable structures that support a wide range of pastoral needs
- Identify needs for new team members and leaders and liaise with the Serving Coordinator to recruit, build and train people as required for various care ministries
- Work with the Maturity pastor to ensure growth groups are trained and mobilised to care for one another
- Be committed to regular prayer for people in need, team leaders & members within the Membership ministry
- Coordinate North Coast services for baptisms, dedications, funerals and weddings by building good systems and processes
- Work closely with the church eldership to assess the spiritual and practical needs of the congregation, ensuring effective care
- Maintain a high level of confidentiality and trustworthiness in all interactions.

Selection criteria

- Mature Christian faith with convictions that are in line with North Coast Church's vision, beliefs and values
- Christ-like character and a genuine love for people
- Prior volunteer ministry experience, preferably in pastoral care or related fields
- Strong coordination abilities and ability to lead
- Excellent interpersonal and people-management skills
- Ability to take initiative, be proactive and work autonomously

Application process

To make an application for this position, please submit the following to Martin Gray, Business Manager (jobs@northcoastchurch.org.au) with "Care Coordinator" in the subject line:

1. A letter outlining reasons for applying for this position;
2. A CV which includes the names of at least 2 relevant referees.

Any questions about the position or application process should be sent to the same email address.

Applicants should be Australian Citizens, Permanent Residents or persons who hold a valid work permit or visa to work in Australia. If an offer of employment is made to someone outside these categories, it will be conditional on the appropriate work visa being secured by the candidate prior to their commencement.

Applications close 12th November 2024