



Service Teams and Care Coordinator

Job Description and Responsibilities

GENERAL INFORMATION

Position Title:	Service Teams and Care Coordinator
Commitment:	40 hours per week
Reports to:	Service Teams and Outreach Pastor
Positions Reporting to:	None
Others Relating to:	Fellowship volunteers; Community Liaison
Purpose of the Position:	To coordinate internal and external Service Teams and initiatives at Fellowship Dallas and to provide support to the Care Director.
Overview:	The Service Teams and Care Coordinator is the first point of contact for anyone interested in serving their Church, City, or World. The primary responsibilities include activating, mobilizing, discipling, and empowering volunteers, collaboration with external organizations and internal ministry leaders, coordination of internal and external Service Teams initiatives, departmental calendaring, and communications. The Coordinator will also provide departmental administrative support as needed.
Overarching Goal:	The over-arching goal is to support the Service Teams and Care Network in helping our people live out their God-given purpose.

PRIMARY RESPONSIBILITIES

Volunteer Activation, Mobilization, Discipleship, and Empowerment

- Build and maintain relationships with Fellowship members through phone calls, face to face meetings, email, social media, and by providing venues for prayer, fellowship, and relationship building among the volunteers.
- Activate and mobilize Fellowship members to serve through having a presence at the Connecting Center on Sundays, through regular email, and social media communications, through occasional ministry interest meetings, and by periodic visits to Life Groups as needed.
- Disciple and empower volunteers to serve and lead in areas of their gifting and calling.
- Facilitate discipleship conversations to connect our people to opportunities to live out their gifting and calling.
- Utilize and maintain workflows on Planning Center Online for all outreach and care volunteers.

Collaboration

- Partner with local faith-based and non-profit organizations as part of our Serve Your City initiatives.

Coordinate Service Teams Initiatives

- Lead Service Teams Cross-Functional Team to ensure consistency in processes and procedures that lead to a healthy volunteer culture.
- Work with ST Pastor and Community Liaison to coordinate annual Teacher Appreciation Breakfast, Conrad Baccalaureate, and other events/causes as directed by the Service Teams Pastor.
- Coordinate church-wide Serve Your Church/City/World initiatives.

Communication

- Work with the Outreach Pastor and Communications Department regarding communication for causes and initiatives
- Maintain Service Teams and Care calendars on ESpace

Professional Development

- Read and understand the holistic community transformation model as presented in *When Helping Hurts*
- Complete Sessions 1 and 2 of Repurposed Training Experience
- Complete Journey 1 and 2 of Younique (God-given purpose training)
- Other professional development as deemed necessary by Service Teams Pastor

Staff Essentials

- Attend weekly staff prayer meetings
- Attend monthly all- staff meetings
- Complete Weekly Check-In as related to Younique and goal planning

JOB QUALIFICATIONS:

- Bachelor's Degree preferred
- Cross-cultural ministry experience preferred
- Volunteer management and development experience preferred
- Exemplary Communication Skills
- Administrative and detailed oriented