



Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Associate Pastor, Director of Congregational Care, this position will lead the department's support group ministries, practical care offerings, and volunteer mobilization. This position coordinates a wide range of peer-led and lay-driven initiatives that serve people in transition or crisis and builds strong volunteer teams to extend the church's care capacity, while cultivating a community of volunteers rooted in mutual love, service, and spiritual gifting. This role equips leaders of support groups and builds bridges between congregational needs and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

- Provide leadership and oversight to support groups (e.g., divorce, dementia, grief, addiction, single parenting/parenting) by recruiting and training facilitators, developing materials, and offering pastoral support.
- Oversee practical care ministries such as meals, cards, prayer shawls, and new baby or foster/adoption welcome efforts.
- Recruit, train, equip, and encourage volunteers to serve in various care ministries; maintain volunteer systems and records; Coordinate with Church Volunteer Coordinator.
- Coordinate volunteer training events, appreciation initiatives, and leadership development for care volunteers.
- Partner with the part-time Financial/Career Advisor to integrate coaching into broader care offerings.
- Work closely with other staff to identify new ministry opportunities based on community needs and spiritual discernment.
- Oversee practical care ministries (meals, cards, prayer shawls, benevolence assistance, and welcome baby teams).
- Create a spiritual gifts discernment tool in conjunction with the Associate Pastor for care ministry placements.
- Host seasonal retreats or formation events for volunteers and lay caregivers in conjunction with the Associate Pastor
- Reinforce a ministry of mutual care, modeling and encouraging reciprocal relationships among volunteers—not just serving, but being served as well.
- Provide support to other team members as needed.

Competencies

- Spiritually mature and passionate about holistic care.
- Pastoral sensitivity with the ability to manage sensitive topics and relationships.
- Strong organizational skills and a heart for volunteer development.
- Strong in relational ministry, group facilitation, and volunteer leadership.
- Passionate about spiritual gifts, community engagement, and pastoral equipping.
- Theologically grounded and missionally driven.
- Collaborative, creative, and organized.

- Creative thinker with a collaborative spirit and a commitment to growth.
- Have a heart for St. Andrew and support the vision and mission of the church
- Work very well within a team setting
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite

Supervisory Responsibility

This position will lead lay volunteers and supervise volunteers during events.

Physical Demands

This is mostly a sedentary position with some filing; Events or visitations will require more walking and lifting than the typical office requirements and the ability to lift 25 pounds.

Position Type and Expected Hours of Work

This is an exempt part-time position at 28 hours per week. Office hours will be set but are flexible around morning/evening events or other church activities.

Travel

No travel is expected for this role.

Required Education and Experience

- Bachelor's degree with 1yr ministry experience OR an Associate degree with 2+yrs ministry experience.
- Experience in lay ministry leadership, volunteer mobilization, or social work.

When applying, please include:

- A Cover Letter
- A Statement of Faith
- A Resume

If interested in applying for this position, submit your complete application to
[**resume@standrewmethodist.org**](mailto:resume@standrewmethodist.org)