

CARE & COUNSELING ASSISTANT

GOSPEL CITY CHURCH

Department: Care & Counseling

Summary:

This position serves in Care and Counseling, focusing on assisting the ministry of pastoral care and biblical soul care at Gospel City Church.

Reports To: Pastor of Care & Counseling

Status: Part- time **Type:** Hourly **Supervisory Role:** No
Campus: All (office: Granger) **Hours:** Varies

Primary Responsibilities:

1. Administrative support to Pastor of Care & Counseling
2. Support to Biblical Soul Care Ministry
3. Support efforts for Congregational Care

Qualifications:

Desire to support the overall mission and vision of the church. Commitment to Christ and the local body. Must demonstrate a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior. High level of discernment and professionalism. General computer, administrative and interpersonal skills.

Essential Duties and Responsibilities:

Administrative support to Pastor of Care & Counseling

- Respond to phone calls/emails for Pastor of Care & Counseling
- Help Pastor of Care & Counseling keep projects and tasks moving forward
- Support Nathan's roles as a members of GCC's Leadership Care Team, Board Member of Healing Hope and Chapter Pastor of Christian Business Fellowship
- Anticipate needs in calendaring, scheduling, events, help organize Pastor of Care and Counseling to provide strategic preventive discipleship needs
- Other support as needed and requested

Support to Biblical Soul Care Ministry

- Maintains and supports counselors by observing the counseling intake process through Soul Care Online, helping move people toward active counseling meetings
- Counseling Support for Pastor of Care & Counseling through calendar coordination, scheduling, documentation, intake follow up and follow-through
- Support all Biblical Soul Care Counselors through documentation, database of homework assignments, BSC Resource Center, Training Schedule (Counselors Training Counselors), scheduling and support for CARE & Counseling Training
- Sit in on BSC appointments as needed/desired
- Wedding applications – assist moving through the process (schedule premarital counseling, confer with calendar team and event team on available dates, connect couple with production, business, facility, event points of contact)
- Other support as needed/requested

Support efforts for Congregational Care

- Assist in the administrative process as it relates to organization of all CARE Ministries follow up and follow through, this includes process monitoring, creation and documentation for each of the teams
- Support to the leaders of all CARE ministries including but not limited to the Maintenance & Repairs Team, Meal Team, Prayer Team, Hospital & Visitation, as well as the Stewardship & Benevolence, Loss & Grief and the Generations of Faith ministry.
- Funeral Support and coordination with the funeral home, staff events coordinator,
- Support Congregational Care for in home visits for communion, prayer and Maintenance & Repair Team inspections
- Arrange and coordinate schedules for CARE Teams to conduct a Team Leader meeting once per month for communication, prayer and alignment

Skills / Requirements:

- Proficient in word-processing software (ie. Google workspace applications and/or Microsoft)
- Strong computer and database competencies

Soft Skills:

- This individual must possess excellent interpersonal communication competencies
- Detail-oriented and possesses organizational and administrative skills

Character Qualifications:

- Desire to support the overall mission and vision of the church.
- Commitment to Christ and the local body. Must demonstrate a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
- High level of discernment and professionalism.
- Loves Jesus and the people of Gospel City Church and is eager to partner in the mission of Glorifying God and Making Disciples.
- Carries the culture of Gospel City Church and actively demonstrates the [Staff Core Values](#).
- Committed to preparing and working hard to minimize distractions, accomplish goals with excellence, and glorify God with their gifts.
- Teachable— Shows a strong desire to improve and be inspired. Equally able to give and receive constructive feedback and work collaboratively with the teams of Gospel City.
- Willingness to adapt and be flexible, while working above and beyond expectations.
- Low-drama, high-momentum, high-capacity, positivity, overcomer. Performs job duties on time with excellence.