



Job Description

Position: Member Care Director

Status: Full-Time Salaried

Reports to: Connections and Member Care Pastor

Salary Range: Depends on experience + full benefits

Position Summary:

This full-time position works within the Connections and Member Care team and collaborates with deacons, life group leaders, and other ministry and organizational areas to facilitate all aspects of Member Care for our church members.

Ministry Responsibilities:

- Collaborate with the Next Steps Pastor, Life Groups Pastor, and Member Care Lay Pastor to define/revise and maintain a member care and membership process and facilitate its full functioning
- Track involvement of members within the life of the church
- Ensure assimilation into service opportunities and Life Group attendance for all Church members
- Collaborate with the Life Groups Pastor to ensure the life groups are assimilating new members
- Manage the church benevolence process, meeting with people as required and utilizing deacons where possible
- Ensure all hospitalized church members are visited, scheduling pastors and/or deacons for hospital visits
- Manage the baptism process

Qualifications:

- Strong administrative abilities
- Excellent written, verbal, and interpersonal communication skills, relating well to church staff and church members
- Professional, self-motivated, adaptable, flexible, and organized
- Desired candidate will have a minimum of 4 years of direct ministry experience
- Ability to identify, raise-up, equip, and work with volunteers
- Demonstrates spiritual and personal maturity/integrity

- Strong devotional life and commitment to prayer
- There are no known sin issues that would spiritually hinder candidate from fully participating in the work of the Gospel, or representing Christ and Richland Creek well. (e.g., pre-marital or extra-marital relationships, pornography, drugs or alcohol)
- Qualified candidates must support the mission, vision, values, and doctrinal beliefs of the church and consistently behave in a manner congruent with those beliefs. We are a part of the Southern Baptist Convention so employees must be in agreement with the 2000 Baptist Faith and Message (<http://www.sbc.net/bfm2000/bfm2000.asp>)

Requirements:

- Imminent (within 90 days of signing this agreement) or existing RCCC church member
- A social media review to check for consistency with Creek policies, goals and culture.
- Clear, or successfully mitigated, criminal and credit background check

Work Schedule:

- This position is generally required to work the following schedule, with some flexibility due to it being a salaried position:
 - Monday-Thursday 8:00 am- 5:00 pm; Friday 8:00 am – 1:00 pm
 - Some after-hours and Sunday availability may be required