



Title: Prayer and Care Coordinator

Purpose:

The Care and Prayer coordinator is responsible for providing care and support to The Bridge Church congregation as needed, coordinating visits, prayer, and any other needs the church can assist with.

Reports To: Kristine Ashley

Exempt: Non-Exempt: X

Key Responsibilities:

**1. Serve as the initial contact point between callers and those willing to be called upon.**

- Receive (and seek) referrals from pastors, staff, small group leaders, and church partners.
- Establish contact with any person or family in our church facing special needs or issues, determining needs, including personal visits.
- Establish and maintain emergency congregational care coverage on a schedule coordinated with the Pastor.
- Coordinate visitation, transportation, meals, or other outreach mechanisms to help with congregant concerns or needs.

**2. Coordinate and Conduct Hospital and Nursing Home Visits.**

- Personally visiting those in the hospital or care facility
- Coordinating volunteers to visit those in the hospital or care facility

**3. Coordinate volunteer Prayer and Intercessory and volunteer teams.**

- Collect and communicate prayer needs every week via prayer cards and emails.
- Utilize, update, and maintain the church database for Care Teams, volunteers, and care receivers, tracking contacts and relevant status.



**4. Funeral/Memorial Service liaison.**

- Be available to the family as needed to help coordinate any care needed during the time of loss.

**5. Operate as a member of the Bridge Staff**

- Attend and participate in all required staff/team meetings.
- Help and assist in church-wide events as needed and available.