



**JOB TITLE:** Connection & Care Coordinator

**DATE:** Fall 2025

**REPORTS TO:** Director of Small Groups

**STATUS:** Full-time (40 hours), Exempt

## **JOB SUMMARY**

The Connection & Care Coordinator will support the Director of Small Groups in leading the Grow Together foundational practice of the church—helping the Storyhill Church family engage in smaller groups and Bible studies where spiritual growth and care happen beyond the corporate “Worship Together” weekly gathering. And while Storyhill Church has developed a framework where community care happens primarily through small groups, even a healthy community structure needs support when acute needs and marking moments unfold. As such, the Connection & Care Coordinator will serve as the primary point of contact for supporting and complementing the existing Care philosophy while collaborating with the Director of Small Groups to build out a Care strategy to meet the ongoing needs of our growing church.

This position is ideally suited for an organized, systems and process-minded leader with a deep passion for pursuing people and connecting them to the life of the church, while also being ready to provide care and support when acute needs and marking life moments arise.

## **DUTIES & ESSENTIAL JOB FUNCTIONS**

- **LEAD STORYHILL’S ASSIMILATION STRATEGY**

This position will serve as a main connection point for Storyhill guests and visitors, helping them feel welcomed and assisting them with the next steps of connection. This will involve overseeing the processes that help attendees become engaged in the life of the church through meeting together in smaller settings such as Community Groups, Bible Studies, and Serve Teams. This will be accomplished through collaborating with other staff and lay leaders for follow-up with prospective participants and/or Community Group and Bible Study leaders, with a long-term goal of identifying and developing lay leaders who can share the responsibility of newcomer follow-up.

- **OVERSEE THE “WELCOME 101” & “DISCOVERING BAPTISM” COURSES**

This position will help attendees become fully engaged participants in the life of the community as Ministry Partners (i.e., “members” of the church)—helping adults move from casual Sunday morning attendance to fully engaged participation through “growing together” and “serving together” on Sundays or throughout the week (i.e., from serving teams to missions trips). This will involve overseeing the Welcome 101 and Discovering Baptism classes and curriculum, and following up with class attendees to ensure that they get further connected beyond the classes themselves.

- **SERVE AS THE STAFF LEADER FOR MINISTRY TO WOMEN & MINISTRY TO MEN**

The Coordinator will provide operational leadership, oversight, and support of the Ministry to Women and Ministry to Men, through logistical, communications, and administrative support for both Women's and Men's Events (e.g., Bible Studies, Retreats, and seasonal large group events).

- **LEAD THE CARE MINISTRY**

This position will serve as the primary staff contact for the Care Ministry by supporting individuals and families experiencing a wide variety of care needs (e.g., new births, counseling requests, weddings, hospitalizations, memorial services). As the primary staff point of contact for Care Ministry, this position will coordinate care for the emotional, physical, and spiritual needs of the congregation, and enhance systems that are designed to care for the current and expanding care needs of a numerically growing congregation. This will involve collaborating with the Director of Small Groups to develop a framework and strategy to mobilize a network of skilled, trained caregivers empowered to care for the evolving care needs of the church. The Coordinator will oversee the Prayer Team, Grief Ministry, and the Meals Ministry.

- **FACILITATE PASTORAL CARE**

The Coordinator will be responsible for collaborating with the Director of Small Groups to further develop the church's strategy and response to pastoral care needs and requests. This will involve assigning staff or trained lay leaders to respond to the emotional, physical, and spiritual needs of the congregation. The Coordinator will serve as the staff point of contact for counseling requests, Benevolence requests, hospital visits, in-home visits, and memorial services.

## **COMPETENCIES**

- **Strong collaborator:** seeks to work in partnership with other staff and lay leaders, and works well with multiple ministry areas, teams, and groups.
- **Pursuer of people:** has a passion for meeting people, learning about people's stories, and helping them take the next steps toward deeper engagement in the life of the church.
- **Merciful and compassionate:** possesses a deep heart to serve those who are hurting, grieving, sick, and dying.
- **Strong interpersonal skills:** has the ability and desire to engage relationally with people at different stages of their spiritual journey (i.e., those cautious about Jesus, curious about Jesus, committed to Jesus), and enjoys serving alongside staff and lay leaders.
- **Systems-thinker:** effectively develops systems that fuel relational connection, and is proficient in enhancing and managing existing processes and/or jettisoning ineffective processes.
- **Flexible:** able to adapt to the needs of a growing congregation and adjust their schedule when acute needs/crises emerge. The role will require the candidate to be open to other duties that may be assigned as community and care needs evolve.
- **Emotionally healthy:** manages time wisely, keeps healthy boundaries—including practicing joyful Sabbath rhythms—and serves out of an overflow of a deep and abiding relationship with Jesus.
- **Self-starter:** sees a problem that needs fixing and takes the initiative to address it.

## QUALIFICATIONS

- Evidence of a growing, fruitful relationship with Jesus Christ
- Highly relational with the ability to oversee and implement effective systems
- Established knowledge of the Bible and orthodox theology, with a gift for clear communication
- Experience providing compassion and care for those with acute needs (e.g., those who are hospitalized, sick, grieving, or suffering a loss)
- Ability to handle confidential information with humility and care
- Added Benefit: Previous exposure to Storyhill Church

*To apply, send a résumé and cover letter to Mandie Jester at [mandie@storyhill.org](mailto:mandie@storyhill.org)*

*For more information on Storyhill Church, click [here](#).*