



**Mission:** Leading people to wholeheartedly follow Jesus  
**Vision:** A People Prepared | A Church Unleashed | A World Transformed  
**Values:** We are outwardly focused | We thrive in community | We never stop moving toward Jesus

## Spiritual Formation/Care Coordinator Job Description

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**Job Summary:** The Spiritual Formation/Care Coordinator is primarily responsible for managing the logistics of the Spiritual Formation team and leading the various Care Ministries.

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### Core Competencies & Qualifications

The individual filling this position must possess the following skills, abilities, and attitudes, in order to perform in this position:

- Leading and Supervising
- Working with People
- Relating and Networking
- Presenting and Communicating Information
- Planning and Organizing
- Adapting and Responding to Change
- Identify & Develop Volunteers and Leaders

### Primary Accountabilities

The individual filling this position will be held accountable to the following goals and will be successful in this position if these goals are met:

- The Spiritual Formation Team will be logistically supported.
- La Croix will have a growing and strategic Care Ministry.
- Collaborate with Missions Director in Helping our Own and Helping others

### Duties & Responsibilities, not limited to:

- Participate as a contributing member of Spiritual Formation
- Lead Central Care Team and various associated teams in the development and implementation of strategies.
- Develop and implement Care Advocacy Ministry
- Oversee Care Ministries
  - Care Groups
  - Stephen Ministry Referrals
  - Prayer Team and Requests
- Oversee logistics for Spiritual Formation
  - Small Groups, Classes & Alpha
  - Communication Requests & Room Reservations
  - Various Spiritual Formation Events
- Collaborate on Spiritual Formation events
  - Small Group Launch
  - Classes
  - Volunteer Appreciation
- Supervise the Spiritual Formation Administrative Assistant

### Preferred Spiritual Gifts

- Administration
- Shepherding
- Helps

**Status** Full-Time

**Hours** 40+

**Reports To** Discipleship Pastor