

Title: Associate Director/Pastor of Care Ministry
Reports to: Pastor of Care Ministry
Status: Full-time (35 hours per week), Exempt
Work Schedule: Sunday to Thursday
Value to the team: You care deeply about ministering to spiritual, emotional, relational, and physical needs. As an integral member of our team, you contribute to the leadership and strategy of Care Ministry.

Responsibilities

➤ **Care Ministry**

LEADERSHIP

- Collaborate with the Pastor of Care Ministry in ministry vision, direction, and strategy.
- Oversee the Care Ministry volunteer onramp and placement process at a high level. Develop and oversee an ongoing strategy and system for volunteer training, connection, and Biblical care.
- Oversee the strategy and consistent use of Care-related systems and resourcing.
- Foster collaborative relationships with assigned sites, venues, and ministry teams.
 - Equip staff and volunteers to provide care and resources.
 - Support staff and volunteers' Care-related content needs.
- Maintain connections and networks with churches and care-related organizations. Stay current on best practices, resources, and trends.
- Lead and/or implement projects, events, or initiatives.
- As assigned, supervise staff and/or interns.

CARE GROUPS & COURSES

- Oversee Care group and course offerings (in alignment with Spiritual Formation).
- Develop, encourage, and equip group and course volunteer leaders through coaching and check-ins.
- Attend leader meetings 1-2 times throughout the semester.
- Attend Care group gatherings 1-2 times per semester (typically the first and last sessions).
- Work within established timelines to provide teammates with the information needed to support Care groups / courses (e.g., room requests, tech needs, participant materials, leader information, registration details, attendance/check-in needs).

➤ **Teamwork**

- As needed, provide care response to short-term or immediate needs.
- Other duties as assigned.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Demonstrated ability and success in strategy development and project management
Energized by envisioning, equipping, and including others (staff, volunteers, leaders, and teams) in ministry
Exhibits a calm demeanor in uncertainty, and provides wise biblical care
Exercises mature and independent judgment with confidentiality and tact
Values multicultural ministry, and leads through a multicultural lens
Educational background or relevant training in care ministry, social work, or human services
Previous professional experience in a pastoral care or human service-related field
Computer skills with proficiency in the Microsoft suite and databases

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just *doing* the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.