Care & Counseling Resident

GENERAL DESCRIPTION

The Care & Counseling Resident supports the Care & Counseling ministry through coordinating programs, strengthening communication and follow-up, and helping connect individuals and families with appropriate care. The Resident helps create accessible, well-organized, and relational environments where people can receive care, find support, and grow through the various offerings of the ministry.

Title: Care & Counseling Resident

Reports to: Director of Care & Counseling

Last Updated: November 11, 2026

MAJOR AREAS OF RESPONSIBILITY

PROGRAM COORDINATION & ADMINISTRATION

- ☐ Provide administrative and logistical support for Grace Marriage, GriefShare, ReEngage, and other Care & Counseling programs
- ☐ Coordinate program needs, including setup and teardown, check-in, childcare, AV, food, and other logistics
- ☐ Provide a welcoming presence during programming, answer questions, and support participating individuals and families
- ☐ Communicate upcoming events and program needs in a timely manner with the Communication & Art Team

CHILD & FAMILY DISCIPLESHIP

- ☐ Strengthen communication and follow-up with volunteer leaders and individuals participating in Care & Counseling programs
- ☐ Provide regular check-ins, information, and support to leaders and program participants
- ☐ Help people navigate available care resources and connect with ministry offerings
- ☐ Attend trainings and support the development and ongoing engagement of volunteers
- ☐ Assist in connecting care providers with individuals and families seeking support

MISCELLANEOUS

- ☐ Attend, prepare for, and actively engage in regular staff and residency-related meetings and events
- ☐ Support and engage broader church ministry as needs, opportunities, and capacity allow