

**BLACK ROCK CHURCH**  
**JOB DESCRIPTION**

**JOB TITLE:** Care Assistant

**JOB DESCRIPTION DATE:** April 22, 2025

**JOB REPORTS TO:** Care Pastor

**JOB CLASSIFICATION:** Part-time, 20 hours/week

**THE JOB:**

The Care Assistant role supports the goals, mission and vision of Black Rock Church by giving office support to Black Rock Cares, Prayer, Seniors of the Rock and Staff Shepherding, so that these ministries function at peak efficiency to best serve the needs of our church. A key focus is ensuring that all Care, Prayer, SOR and Staff Shepherding essential processes are clearly defined and available for review by the Executive Team. The Care Assistant will also follow up with those who need care in the Black Rock Church family. This is a part-time, 20 hours/week position.

**WHO WE'RE LOOKING FOR:**

- Maintains a vital connection with God through the spiritual disciplines of Bible study and prayer.
- High confidentiality and trust.
- Empathy for people and a desire to connect them with appropriate care resources.
- Detail oriented with excellent verbal and written communication skills.
- Strong computer skills and a willingness to learn new programs.
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

**THE WORK YOU WILL DO:**

- Examine all essential Care/Prayer/SOR/Staff Shepherding processes for effectiveness and efficiency.
- Support the Care Steering Team, and attend meetings as requested.
- Support the Staff Shepherding Team, and attend meetings as requested.
- Assist the Car Care Team with the monthly maintenance schedule and vehicle donations.
- Update the weekly published prayer list, and circulate it to assigned care teams.
- Oversee Seniors of the Rock registrations and roster updates.
- Manage publications as requested (Life Celebration service folders, Prayer lists, Seniors of the Rock newsletters and postcards, etc.).
- Lead the Children's Christmas Gift and Thanksgiving Blessing Bags administrative process.
- As requested by the Care Pastor, assess and make recommendations for the care of those in the Black Rock Church family and, occasionally, those in the communities that the church serves.

*The above statements are intended to describe the general nature of this job and the level of work performed in this position. This person will be required to perform other job-related duties as requested/required by his/her manager. Hours will be flexible to allow for special projects. As the church grows, this position and its duties may change.*

**THE BIGGER TEAM YOU WILL JOIN:**

Black Rock Church is one of the largest churches in New England and has a dynamic 176 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world. At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.