

Send us the following **REQUIRED** items to be considered for this position:

- **Your resume.**
- **Your cover letter**
- **Please send these items to HR@timberlakechurch.com**

Timberlake Church is a fast-growing, creative, tech-savvy, and increasingly multi-racial church committed to reaching people for Christ and growing them in their faith. We are one church with five campus locations.

We are seeking talented individuals to join the team as a part-time **Care Associate** at our Redmond Campus, WA. These people will be proven leaders with a track record of success in their previous experience.

RESPONSIBILITIES:

- **Care for Women**
 - Collaborate with the Care Pastor in identifying, developing actionable steps and implementing solutions to address women in need
- **Benevolence**
 - Process benevolence inquiries and direct individual(s) to website for submission
 - Lead all aspects of the benevolence process from assessment, developing an overview package to submitting an overview to finance
 - If needed, provide next steps for additional resources, counseling referrals, etc.
 - Maintain benevolence database to track applicants and outcomes
- **Communion**
 - Order and maintain communion components
 - Recruit volunteers and oversee the preparation and placement of the communion elements
 - Coordinate ushers to serve communion for the weekend services
- **Administration**
 - Assist Care Pastor in strategizing Care efforts and assimilate steps to implement and monitor
 - Assist in the Care team volunteer recruitment, training and scheduling for events (i.e. prayer team, meal team, etc.)

- Reproduce, assemble and disseminate Prayer Cards and Salvation Packets
- Assist with Restore Ministry, Seminars, Care outreach efforts, Memorials and other events
- Perform other duties as assigned

Application Requirements:

Check us out at www.timberlakechurch.com

- This person must love God and have a personal relationship with Jesus Christ.
- Have a heart to see people come to know Christ
- This person will have to make discipleship commitments to weekly worship at and tithing to Timberlake Church.
- Hard worker who is results driven.
- Integrity
- Ability to discern needs and respond appropriately, sensitively and proactively.
- High degree of professionalism
- Make Timberlake your church home
- Work schedule about part-time hours and ability to work every Sunday.
- Performs other duties as assigned.