



Position: Care Ministry Assistant

Classification: Part Time, non-exempt

Hours: 15 hours per week, schedule somewhat flexible

Pay Range: \$19.38 - \$29.58 Hourly

Closing Date: Applications must be received by Thursday, May 23rd

Northlake Community Church is currently seeking a dedicated and compassionate Care Ministry Assistant (CMA) to join our team. The CMA will work under the guidance of the Associate Pastor of Groups and Care to provide support and assist in all aspects of the Care Ministry. This part-time, non-exempt position requires 15 flexible hours per week with a starting pay range of \$19.38 - \$29.58 per hour.

The ideal CMA candidate is an effective administrator and a people person with excellent discernment. The primary objective of the position is to assist the Associate Pastor as they lead the Care Ministry. The role requires the ability to develop and maintain relationships with individuals in need and work towards finding long-term solutions for struggles. The successful candidate will have some experience in support and recovery and must demonstrate empathy, compassion, and maintain clear boundaries.

The CMA will also work alongside the Deacon Team and volunteers involved in Care Ministries, as this ministry cannot be done alone. We are looking for someone who is passionate about Jesus and helping hurting people find hope and healing in Him.

If you are interested in this position, please fill out an application and submit it to the front office or mail it to Northlake Community Church, 1471 McLeod Rd, Bellingham WA 98226. Applications can be found at the front desk (Monday through Friday) or at the Sign-Up Counter (Sundays) and must be submitted by Thursday, May 23rd.

If you have questions about this position, please feel free to contact any of the following:

- Peggy Dvorachek (Business Director) – peggyd@northlakeonline.org
- Pastor Mike Weston (Associate Pastor of Groups and Care) – mikew@northlakeonline.org



Northlake Job Description

Position Title: Care Ministry Assistant
Reports to: Assoc Pastor of Groups and Care
Supervision of Personnel: None

Date Prepared/Updated: April 2024
Classification: Regular Part-time, Non-Exempt

Purpose Statement: The Care Ministry serves those in physical, emotional, or spiritual need by building relationships to determine the best long-term solutions. The Care Ministry Assistant's primary purpose is to assist in all aspects of the Care Ministry under the direction of the Associate Pastor of Groups and Care. Specifically, this entails events planning, administration, record keeping, intake meetings, and keeping current on resources in Whatcom County.

Job Description:

- Meet with applicants who are in need of financial, emotional, spiritual, or physical assistance. This involves assessing the needs during an initial meeting/interview with anyone reaching out to us for assistance.
- Meet weekly with the Associate Pastor of Groups and Care
 - Discuss, review, and carry out any agreed-upon decisions and next steps for all intakes, determining possible short-term and long-term options for providing the best help.
 - For financial assistance, the Care Ministry Assistant is authorized to make decisions for anything \$250 or less. For requests in excess of \$250, the signature of the Associate Pastor of Groups and Care is required.
 - Discuss the Care Ministry vision and priorities and how they tie into the overall church direction for any given period of time. During the meeting, current tasks that are needed to be carried out for events, classes, and groups, and how those tasks will be accomplished will be reviewed and accessed.
- Keep accurate and detailed files on individuals who are assisted and helped through Northlake's Care Ministry program.
- Assist the Associate Pastor of Groups and Care in supporting lay leaders for Northlake Care Ministries such as Helps and Assistance programs (meal train, financial counseling, housing, home repairs), support groups, visitation, and Care Partners.
- Network with local professionals, groups, and organizations to give us a wide base of resource information for referring people who are seeking assistance in areas in which Northlake does not provide help.
- Help plan, organize, and communicate current and upcoming events, classes, and groups.
- Work with the Associate Pastor of Groups and Care to provide support and guidance for the Care Ministry Support Groups (formerly Friends and Food).
 - Work with the support group leaders in purchasing and distributing needed household items for the members of their groups.

Education and/or Experience:

1. Mental health training or experience preferred
2. Completion of (or commitment to complete as soon as possible) Northlake's Care Partner 101 class
3. Proficient in Microsoft Office (Word and Excel)

Skills, Abilities and Other Requirements:

1. Christ-centered; will accept and sign a Northlake doctrinal statement.
2. Embeds Bible and prayer into ministry with both volunteers and clients.
3. Has a high level of self-awareness.
4. Compassionate and empathetic yet able to stand firm on policies and expectations with clients.
5. Has good discernment and the ability to make decisions based on evaluating and differentiating information in order to make informed decisions.
6. Good communication skills.
7. Self-motivated and able to work independently.
8. Able to interface and communicate clearly with church staff.
9. Familiar with local networks and services that help the poor and struggling.



APPLICATION FOR EMPLOYMENT

- *This church does not discriminate in its hiring practices on the basis of race, sex, national origin, age or handicapping conditions.*
- *All applicants must have a desire to serve and extend God's grace to others, be gospel minded, and in a committed relationship with Jesus Christ. Due to this, we may discriminate on the basis of religion.*
- *Upon employment, you will be required to show proof of identity and citizenship.*
- *Attach a statement of explanation for any question that you do not understand or any question you do not know how to answer.*

General Information:

DATE: _____ POSITION APPLIED FOR: _____

NAME _____

ADDRESS _____

TELEPHONE # (Home) _____ (Cell) _____

EMAIL ADDRESS _____ BEST WAY TO CONTACT YOU _____

Emergency telephone# with contact name & relationship to you _____

Days & hours you are available to work _____

Do you have any medical training or are you certified for CPR and/or First Aid? Yes _____ No _____
If yes, please mark the YES box and enter the expiration date of your certification.

YES	TYPE OF CERTIFICATE	EXPIRATION DATE
	Infant/Child CPR	
	Adult CPR	
	First Aid	

Do you have a Food Handler's Card? Yes _____ No _____
If yes, please enter the expiration date on your card _____

Background Information:

Are you a member of Northlake Community Church? Yes _____ No _____

Have you personally accepted Jesus Christ as you Lord and Savior? Yes _____ No _____

Are you in agreement with the Doctrine of Northlake Community Church? Yes _____ No _____
The Northlake Doctrinal Statement is found on the last page of this application.

Background Information (Cont'd):

The next few questions refer to Spiritual Gifts. Using the chart below and based on experience or feedback, please circle the spiritual gifts you believe you have. If you are not aware of your gifts, check here for a Spiritual Gifts Inventory.

Spiritual Gifts			
Administrative	Discernment	Encouragement	Faith
Giving	Helps	Hospitality	Knowledge
Leadership	Mercy	Prophecy	Serving
Shepherding	Teaching	Wisdom	

What do you feel is your greatest strength? _____

What do you feel is your greatest weakness? _____

Experience and Education Information:

Education:

High School Graduate or General Education Development (GED) Test Passed? _____

Post High School Training (College, Business, School, etc.):

Name & Location	Dates	Graduated?	Degree/Date	Major or Subject
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Conferences, Workshops you've attended related to job duties:

Title of Conference/Workshop	Clock Hours	Trainer or Sponsor
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe any additional experience (other than in employment history) that would relate to job duties:

Employment History (Start with current or most recent employer – include volunteer experience if applicable):

Employed by _____ Telephone # _____

Address _____

Dates of Employment _____

Hours per week/month _____

Specific Duties _____

Experience and Education Information (Cont'd):

Employed by _____ Telephone # _____

Address _____

Dates of Employment _____

Hours per week/month _____

Specific Duties _____

Employed by _____ Telephone # _____

Address _____

Dates of Employment _____

Hours per week/month _____

Specific Duties _____

May we contact your present employer? _____

References:

Please provide the names of three individuals (not relatives) who have known you for three years or more and who can provide a reference for you. If you are under the age of 18, you may use the name of a parent and/or teacher. If possible please include at least one reference from someone in this church. All people listed as references should be informed that you have listed them.

References that are acceptable are limited to the following: 1) A former or present pastor; 2) Longtime friend; 3) One parent (for minors); 4) Teacher (for minors); 5) Church member (who has sufficient strength of relationship to comment on the individual's personal habits and character); and 6) Employer or colleague.

Name _____ Relationship _____

Length of time known _____ Home # _____ Work # _____

Email Address _____

Name _____ Relationship _____

Length of time known _____ Home # _____ Work # _____

Email Address _____

Name _____ Relationship _____

Length of time known _____ Home # _____ Work # _____

Email Address _____

APPLICANT'S STATEMENT

I certify that the above is true and correct to the best of my knowledge. My signature on this application bears witness that the information and statement provided are true and complete and that any misrepresentation or omission of given information may be grounds for dismissal. I authorize an investigation of statements contained in this application which will allow the employer to make an employment decision.

I authorize any reference of churches listed in this application to give any information that they have regarding my character and fitness for lay ministry. I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization from any and all liability for damages.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on the behalf of the church.

Signature _____ Date _____

Parent's Signature (if applicant is a minor) _____

Parent's Printed Name _____

Northlake Community Church

DOCTRINAL STATEMENT

What we believe about God and His Word:

1. We believe in the Scriptures of the Old and New Testament as verbally inspired by God and inerrant in the original writings and that they are of supreme and final authority in faith and life. (2 Tim. 3:16; 2 Peter 1:20, 21)
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Is. 43:10; Titus 3:4; Matt. 3:13-17, 28:19)
3. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man. (Matt. 1:20-23; Phil. 2:5-9; Is. 7:14)
4. We believe in the resurrection of the crucified body of the Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate. (John 20:1-16; Acts 1:9; Heb. 4:14-16)

What we believe about man and salvation:

5. We believe that man was created in the image of God, and that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, which is revealed in thought, word, and deed. (Gen. 1:26, 27; Rom. 3:23; 6:23)
6. We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice and that all who believe in Him are justified on the grounds of His shed blood. (1 Peter 3:18; 2 Cor. 5:21; Eph. 2:8-9; Rom. 5:8, 17; 6:23)
7. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God; that they are indwelt and sealed by the Holy Spirit and so are secured unto the Day of Redemption. (Titus 3:5; 1 Cor. 12:4-7, 13; 1 John 3:2; Eph. 4:11-13, 30; Rom. 12:4-9)

What we believe about our relationship with God and His church:

8. We believe that the Church of Jesus Christ was begun at Pentecost, is composed solely of believers, is the Body and Bride of our Lord, is distinct from Israel, and that its business is to complete itself through the winning of lost souls to Christ. (Acts 1:8; Acts 2; Eph. 5:22-23)
9. We believe that Jesus Christ instituted the Lord's Supper to commemorate His death till He comes. We believe that water baptism is an ordained testimony, portraying the believer's union with Christ in His death, burial and resurrection. (1 Cor. 11:23-26; Acts 8:36)
10. We believe that God created man and woman in His image, different, but equal. God instituted marriage as a covenant relationship between one man and one woman. His intent is that marriage last for life. It is further a picture of the relationship between Christ and His church. (Gen. 2:4-25; Matt. 19:4-6; Rom. 1:18-32; I Cor. 6:9-11, 18-20; 7:1-3; Eph. 5:3-7, 22-33; Heb. 13:4)

What we believe about eternity and our destiny:

11. We believe in "that blessed hope," the personal and imminent coming of our Lord into the air for His saints. (1 Thess. 4:16-18; Acts 1:11)
12. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost. (1 Cor. 15:51-54; Rev. 20:15)
13. We believe that Satan, a fallen angel, is the god of this age, the adversary of Christ and His Church, and that his destiny is eternal punishment. (2 Cor. 4:4; Rev. 20:10)