

# Bethel Lutheran Church Council

## Care Ministry Chair Position Description

**Job Title:** Care Ministry Chair

**Reports to:** Church Council

**Position Status:** Volunteer - 3 year commitment

**Purpose:** The Care Ministry chair shall be an advocate to the Council for all ministries under the Care Ministry umbrella.

### **General Job Responsibilities and Duties**

1. Submit yearly budget and monitor the budget for the Care Ministry.
2. Monthly contact the coordinator of each ministry to monitor any needs or issues.
3. Submit a monthly report to the Council on the status of each ministry under the Care umbrella no later than the Thursday before the regular scheduled Council meeting.
4. Help organize room set up and take down for special functions of the ministries (funerals, 80s luncheon etc.).
5. Once a year work with Blood Bank to schedule time and set up room for their use.
6. Once a year work with Life Line to schedule a time and set up room for their use.