



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

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## MEMBER CARE COORDINATOR

### SUMMARY

The Member Care ministry is an important part of local church ministry and is an extension of pastoral ministry to the congregation. Member care is the “nervous system” of the church. Any feeling of discomfort or pain in any part of the body must be detected and immediately responded to. In addition, we celebrate with people in their joys and triumphs. The member care ministry exists to show in practical, tangible, and consistent ways that everyone at APC-Bangalore (all locations) is cared for. We envisage APC as a strong community of believers who experience Christ’s love and demonstrate Christ’s love to one another.

### VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God’s people to fulfil their God appointed purpose. You will serve in fulfilling this vision among the local church community.

### SCOPE

Will extend across all APC Bangalore locations.

Please review the APC Organization Chart available on OUR TEAM page ([apcwo.org/about-us/our-team](http://apcwo.org/about-us/our-team)).

### ROLE DESCRIPTION

The more effective a church is in meeting the needs of its members the greater the positive impact on church growth. The Member care ministry of the church plays a major role in this respect. The Member Care Coordinator will oversee APC’s member care ministry, and will be responsible for carrying out the following through the member care teams at each church location:

- Meeting: Meeting the member care teams and people attending APC at each location [can cover 2 locations each Sunday] and getting to know them personally.
  - FTV Welcome Lounge: Meet with FTVs immediately after service in the Welcome Lounge. Arrange for a Welcome team of volunteers to be present to meet with FTVs.
  - FTV Calls and Follow-up: Ensure that each week all First Time Visitors (FTV) receive a call early in the week. Invite them to connect to a LG if they are interested. Follow-up with FTV for 3 weeks to ensure they are well integrated into the APC Community.
  - New Comers Banquet: Coordinate and host the VIP Banquet for New Comers every 3 months. Invite all FTVs in the previous quarter to the VIP banquet to meet with the pastors.
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- Phone calls: Ensuring that every member (or every family) gets 'One Phone Call' every month.
  - Call/Visit: When members / regular visitors have not been able to attend church for more than 2 Sundays consecutively, call to ensure if everything is alright. If needed, follow-up with a visit.
  - Connect: Inform and request Member Care teams and Life Groups to call/visit/reach out to members of the church congregation who live in their vicinity, who have experienced joy, celebration, or sorrow in their lives.
  - Hospital/House visits: Visit when members, people attending APC are unwell/sick. The Member Care Coordinator must be mobile (have own vehicle) and must be able to travel anywhere in the city, any day of the week, depending on the need/emergency.
  - Funerals: Coordinate with cemetery for burial. Help bereaved families with funeral arrangements. Coordinate with APC pastors for funeral service. Coordinate with Communications team for SMS/Emailer to be sent to APC Bangalore.
  - Organize immediate help: In case of families where there has been a death, or when someone is hospitalized, organize immediate help like meals, etc., by informing other APC members in their vicinity about the need.
  - Water Baptism: Coordinate Water Baptism every alternate month. Announce this in advance through Sunday announcements with the help of Media team.
  - Membership Class: Coordinate and host Membership Class every quarter. Announce this in advance through Sunday announcements with the help of Media team. Ensure new members are welcomed at their respective locations and membership certificates are given to them.
  - Nurturing: Run FOUNDATIONS course at all locations to help nurture new believers. Some individuals may need personal mentoring through the FOUNDATIONS course.
  - Mentoring: Connect new/young believers with mature believers who can mentor them for a season to help them in their spiritual journey. Follow APC Mentoring guidelines.
  - FTV and Member Data: Ensure FTV and Member Data is kept updated in the Church Management System (CHMS). Track and record interactions with members are required. Update status of individuals if they withdraw membership.

## **QUALIFICATIONS/EXPERIENCE REQUIREMENTS**

- A definite and discernible call to pastoral ministry in a local church context, with a passion to nurture and disciple people.
- A good testimony among your current local church community with a demonstratable strong personal walk with God.
- A strong, demonstratable emphasis on personal study of God's Word and a strong personal walk with the Holy Spirit.



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- A strong, demonstratable ability to teach and preach God's Word with clarity, and simplicity.
- Alignment to APC's Statement of Faith (see [apcwo.org](http://apcwo.org) website)
- A Bachelor's degree (any field) is required. An advanced (Masters level or higher) degree (any field) preferred. Individuals will be required to attend all of APC's Weekend Schools. Individuals may also be requested to attend courses at APC-Bible College to help provide necessary spiritual equipping.
- Active involvement in local church ministry for a minimum of five years, either in volunteer or full-time capacity.
- Prior experience in working in teams of five or more people, both as a team member and as a team leader, either in a professional or local church environment.
- Including the above requirements, preference will be given to (A)those who have graduated with a 3-year degree from APC Bible College or (B)those who have actively served/volunteered at APC for a minimum of 5 years and have attended all of APC's Weekend Schools.

## KNOWLEDGE & SKILLS REQUIREMENTS

- Person of integrity.
- Servant heart. A good follower.
- Strong leadership skills. Ability to influence and lead people through personal life example.
- Strong communication skills – both written and oral.
- Good computer skills.
- Good people skills. Must establish and foster exemplary relationships with church staff, volunteers, and members.
- Planning and organizing skills.
- Caring, compassionate and hospitable nature.
- A good listener and counselor.
- Being willing to go the extra mile.

## ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

## OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
  - Teach at APC Bible College.
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- Minister at APC services, conferences, and Weekend Schools.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

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*Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!*