



CROSSROADS CHURCH | JOB DESCRIPTION

Position Title:	Foster Care Ministry Coordinator
Department:	Operations
Reports to:	Operations Pastor / Outreach Pastor
Oversees:	Agency Partnerships, Events & Community Building, Family Support, Volunteer Teams
Hours:	Part time, 15-20 Hours; Flexible schedule includes select evenings and Sunday morning presence

Position Summary:

The **Foster Care Ministry Coordinator** leads, builds, and sustains the church's foster care and orphan care initiatives. This role bridges the gap between local child welfare agencies, foster/adoptive families within the church, and the broader congregation.

The primary mission is threefold: **building Care Communities** around active foster families, **raising church-wide awareness**, and **guiding prospective foster parents** from initial interest to state licensing.

The ideal Foster Care Ministry Administrative Assistant:

- Has a heart for vulnerable children and families.
- Thrives in highly organized environments.
- Enjoys serving people during both joyful and difficult seasons.
- Anticipates needs and solves problems proactively.
- Communicates with compassion, professionalism, and confidentiality.
- Balances administrative excellence with relational ministry.
- Finds joy in creating systems that help people experience care and support.

As a Crossroads staff member, the Foster Care Ministry Administrative Assistant is expected to:

- Be Mission-Minded
- Pursue Spiritual Growth
- Lead with Humility
- Choose Collaboration
- Embrace Innovation
- Value Excellence
- Develop People
- Finish Strong



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The Foster Care Ministry Administrative Assistant succeeds when foster, adoptive, and kinship families feel known, supported, and encouraged; volunteers are equipped to serve effectively; and ministry leaders have the administrative systems needed to care for families with excellence.

Key Responsibilities:

Wrap Around Care & Volunteer Management (50%)

- **Recruit & Onboard Volunteers:** Recruit, background-check, and screen church members to serve in support roles (Meal Captains, Respite Caregivers, Errand Runners).
- **Manage Care Communities:** Form, train, and oversee 4–8 person volunteer "Care Communities" dedicated to wrapping around specific foster, adoptive, or kinship families.
- **Rapid Response Coordination:** Manage emergency requests when a new child enters a home (deploying the "First 48 Hours" emergency support response, meal delivery, and supply kits).
- **Volunteer Care & Retention:** Provide ongoing encouragement, prayer support, and check-ins for Care Team Captains to prevent volunteer burnout.

Agency Partnerships & Technology Integration (20%)

- **Agency Liaison:** Serve as the primary point of contact for local county/state child welfare caseworkers, private foster agencies, and community partners.
- **Platform Management:** Oversee and manage vetted community needs platforms (e.g., CarePortal, Promise686/myFAM) to route physical and tangible needs (beds, car seats, clothing) to church volunteers or small groups.
- **Safety & Compliance:** Maintain strict compliance with church child-safety policies, background clearances, and state privacy guidelines for all involved volunteers.

Recruitment Events & Awareness (20%)

- **Awareness Campaigns:** Plan and execute annual events, including **Foster Care Awareness Sunday** (May), tangible item drives, and respite care events.
- **Informational Sessions:** Host quarterly "Coffee & Questions" info nights for prospective foster and adoptive parents.
- **Licensing Support:** Coordinate on-site licensing cohorts with agency partners and pair prospective foster parents with veteran foster mentors ("Licensing Buddies") to help them navigate paperwork.

Pastoral Care & Community Building (10%)

- **Family Support:** Regularly check in with foster and kinship parents in the congregation to assess emotional, spiritual, and physical needs.
- **Support Groups:** Organize monthly or bi-monthly peer support gatherings or coffee drop-ins for foster/adoptive parents.



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Key Performance Indicators (KPIs) & Success Metrics

- **Family Retention:** Maintain a 90%+ support coverage rate for all active foster families in the church via Care Communities.
- **Volunteer Engagement:** Successfully onboard and background-check 15–30 new support volunteers annually.
- **Licensing Pipeline:** Guide 3–5 new prospective families per year through agency orientation and licensing cohorts.
- **Response Velocity:** Fulfill emergency tangible needs (CarePortal requests or emergency placement kits) within 24–48 hours.

Personal & Spiritual Qualifications

- A vibrant, mature faith in Jesus Christ and a commitment to the mission and doctrine of the church.
- A deep heart for child welfare, vulnerable families, and biblical orphan care mandate (James 1:27).
- High emotional intelligence, discretion, and ability to navigate confidential or sensitive family dynamics with grace

Professional Experience & Skills

- **Required:** 2+ years of experience in ministry leadership, volunteer coordination, non-profit management, or social services.
- **Preferred:** Personal experience with the foster care or adoption system (as a foster parent, adoptive parent, adult foster alumnus, or caseworker).
- **Skills:**
 - Strong relational, recruitment, and public communication skills.
 - Highly organized with proficiency in administrative tools (e.g., Church Management Software/Planning Center, MealTrain, Google Workspace).
 - Familiarity with trauma-informed principles or willingness to complete trauma-informed training.