



An opportunity to experience grace, grow in faith, and make an impact – for where you are.

TITLE OF THE POSITION: Care Ministry Coordinator
REPORTS TO: Director of Care
ROLE TYPE: Part-time
HOURLY EXPECTATION: An average of 20 hours per week

General Description

The Care Ministry Coordinator is focused on coordinating and facilitating Care ministry gatherings at Chapelstreet including weddings and funerals and other special Care events. This role will provide leadership for a wide range of needs at various events and venues working with other key contributors, pastoral staff, technology teams, and others.

The position reports to the Director of Care. The role will require occasional evening and weekend responsibilities.

Responsibilities

- Responds to all requests for weddings and funerals
- Engages with appropriate pastor and coordinators for weddings and funerals
- Coordinates with worship and facilities personnel for music/tech and facility needs
- Identifies, recruits, and trains day of wedding and funeral coordinators
- Maintains and keeps Chapelstreet's Wedding Booklet and Funeral Folders up to date
- Becomes familiar with the Prepare & Enrich curriculum & willing to become a certified Prepare & Enrich facilitator.
- Matches mentor couples with engaged couples
- Acts as point of contact for funeral planning
- Attaining a level of proficiency in CCB to maintain bereavement process queues
- Ordering flowers for deaths and for attendees in various situations
- Coordinating bereavement processes including mailings and grief booklets
- Performing other tasks as requested by Care teams.

Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Solid communication skills, both verbal and written
- Able to motivate and mobilize others
- Highly compassionate and empathetic
- Ability to listen and have gentle responsive spirit.

- Familiarity with Word, Excel, PowerPoint, Planning Center Online, and Adobe Acrobat, a plus
- Flexible and open-minded to new ideas
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Ability to adopt and adhere to Chapelstreet's statement of faith, vision, and mission.
- Willingness to become an active member of the church

As Chapelstreet Staff, we believe in the values of:

COMMUNICATION * INNOVATION * ONE TEAM * WELLBEING * MULTIPLICATION

JG/6.22