



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

TITLE OF THE POSITION: Care Ministries Coordinator
REPORTS TO: Executive Pastor of Community Life
ROLE TYPE: Part-time
HOURLY EXPECTATION: An average of 25 hours per week

General Description

The Care Ministries Coordinator is focused on coordinating and facilitating Care Ministry at Chapelstreet Church including weddings and funerals, marriage ministry (including pre-marital mentoring program). 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 Executive Pastor of Community Life. The role will require occasional evening and weekend responsibilities.

Responsibilities

- **Weddings and Funerals:** Serve as point of contact for planning; handle inquiries, process forms, communicate and plan with the appropriate pastors, campuses, staff, and volunteers. Coordinate with the tech and facilities teams. Identify, recruit, train and schedule day of wedding and funeral coordinators and reserve and communicate dates on the staff calendar.
- **Marriage Ministry:** Coordinate Marriage Class and Pre-Marital Mentoring Program. Recruit and train Marriage Mentor couples; initiate Prepare & Enrich surveys to couples; evaluate and match Marriage Mentors with couples; develop and oversee marriage conferences, retreats and other marriage enrichment opportunities; champion healthy marriages on staff and congregation.
- **Bereavement:** Send flowers, care boxes when requested for hospitalizations, funerals, and bereavement; distribute sympathy cards and grief booklets, order and distribute cards to appropriate pastor; maintain card and grief book queues in CCB.
- **Prayer Ministry:** recruit, train, and schedule post-service Prayer Team volunteers for South Street and Keslinger Campuses; serve on the prayer team; oversee lpray distribution; plan and coordinate special prayer events as necessary. Attain proficiency in church scheduling and record keeping systems: eSPACE, CCB, Divvy, and Sage.
- Performing other tasks as requested.

Skills & Abilities

- 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, 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

Attributes

- Loving God and loving your neighbor. Matthew 12:30-31
- Abiding personal relationship with Jesus Christ
- Embracing the Chapelstreet Church's Statement of Faith and ministry vision
- Mature in faith and regularly practice the spiritual disciplines
- Dedicated to becoming an active member of Chapelstreet Church

As Chapelstreet Staff, we believe in the values of:

Go to the Park *One Team* Trust the Net * Build Your Bench * Cover All the Bases

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