

# Pastoral Care Operations Coordinator



## PASTORAL CARE OPERATIONS COORDINATOR ROLE DESCRIPTION

The Pastoral Care Operations Coordinator uses his/her administrative, logistic and operational skills to support the Pastoral Care and Marriage ministry teams in fulfilling their team goals; completes administrative projects in a efficient and effective manner; manages all communication responsibilities in a timely, thorough manner and provides administrative support to the Pastoral Care Team.

## RESPONSIBILITIES

### Provide Pastoral Care and Marriage Administrative Support

- Manage and coordinate department calendar and communication with the team
- Coordinate and execute logistics for department events including trainings, celebrations, etc.
- Screen emergency fund requests and manage paperwork

### Crosstrain with Funeral Coordinators

- Meet with families to understand service desires and plan administrative details
- Prepare service brochure
- Coordinate service details with Officating Pastor, Production and Facilities Services departments

### Serve as a Memorial Garden Coordinator

### Recruit, Train and Lead a Highly-Effective Volunteer Care Team

- Identify and recruit volunteer team leaders and members
- Ensure all volunteers are screened, approved and trained prior to start
- Train and resource volunteer team leaders and members for effective pastoral care ministry

### Perform Other Duties and Tasks as Assigned

### Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Pastoral Care Director
- Attend department and All-Staff meetings

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live

### Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership

**POSITION TYPE:** Full-Time, Exempt

**HOURS:** 40+