



ST. ANDREW

Congregational Care Coordinator

Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Associate Pastor, Director of Congregational Care, this position will lead the church's prayer ministries and visitation outreach to the sick, homebound, and hospitalized. This role equips and supports a team of lay caregivers and prayer team to extend compassionate presence and prayer throughout the congregation. This role also coordinates and provides support for all pre-wedding and memorial arrangements and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

Prayer Ministry

- Lead the prayer ministry, including organizing prayer chains/teams, prayer room, prayer events, and intercessory teams.
- Distribute incoming prayer requests to staff and volunteers; maintain follow-up systems and coordinate pastoral responses.
- Schedule and lead or assign visits to hospitals, hospices, and homes, maintaining sensitivity and pastoral care.
- Follow up with those who are sick, grieving, or isolated—providing care rooted in prayer and listening.
- In collaboration with the Associate Pastor, train and support the Congregational Care Ministers providing supervision and guidance.
- Maintain detailed records of visits, prayer follow-up, and pastoral responses.
- Work with the pastor-on-call rotation and respond to care needs as appropriate.
- Partner with worship and discipleship teams to foster a culture of prayer in the congregation.

Weddings and Memorials

- Point of communication for scheduling of all weddings and memorials.
- Conduct tours of the facilities with families requesting to celebrate life events at St. Andrew.
- Meet with engaged couples and/or families to complete paperwork to secure event on the church calendar.
- Schedule a any pre-event meetings for families with the officiating pastor.
- Coordinate logistics of events, including scheduling clergy, service team, assignments and facility preparation.
- Create and manage events and room reservations in church database as well as church calendar.
- Coordinate volunteers or contractors for events.
- Coordinate reception if requested and equip with needed supplies, such as deliveries, tech, and printed materials, etc.
- Coordinate sale of niche purchases in the columbarium with the Business Office.
- Obtain scripture, music, etc. for the service and coordinate with musicians, sound techs, etc.
- Submit details to the Communications department to prepare bulletins.
- Place flowers, photos, etc. and ensure room is ready for the service.
- Walk alongside and lead the family on the day of the memorial service from arrival to the end of the service

- Coordinate and preside over inurnments in the columbarium to assist pastor with opening and closing of niche.
- Receive rental fees or honorariums and submit to the appropriate parties; submit Event Pay forms for staff members to the HR Office.
- Send out one year anniversary of the death of loved ones to the officiating pastor.

Competencies

- Respect families' privacy and handle sensitive information with care
- Exceptional interpersonal and caregiving skills.
- Skilled at volunteer mobilization and training.
- Spiritually grounded and emotionally resilient.
- Skilled in active listening, spiritual discernment, and emotional care.
- Theologically articulate and prayerfully grounded.
- Compassionate, reliable, and able to navigate sensitive situations.
- Deep prayer life and theological grounding.
- Trained or willing to be trained in lay healing and visitation practices.
- Have a heart for St. Andrew and support the vision and mission of the church
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite

Supervisory Responsibility

This position will lead lay volunteers and supervise volunteers during events.

Physical Demands

This is mostly a sedentary position with some filing; Events or visitations will require more walking and lifting than the typical office requirements and the ability to lift 25 pounds.

Position Type and Expected Hours of Work

This is an exempt full-time position at 36.5 hours per week. Work hours are Monday – Thursday, 8:30-5:00 and Sundays, 8:30-1:00. Office hours will be set but are flexible around morning/evening events or other church activities.

Travel

Local travel is expected for this role.

Required Education and Experience

- Bachelor's degree with 1yr ministry experience OR an Associate degree with 2+yrs ministry experience.
- Ministry experience in chaplaincy, pastoral care, or similar roles.

If interested in applying for this position, submit your resume to
[**resume@standrewmethodist.org**](mailto:resume@standrewmethodist.org)