



FIRST PRESBYTERIAN  
Church of Nashville

**JOB TITLE:** Ministry Coordinator for Congregational Care  
**MINISTRY:** CONGREGATIONAL CARE  
**SUPERVISOR:** Associate Pastor for Congregational Care & Missions  
**FLSA STATUS:** Full-time / Hourly / Nonexempt  
**WORK HOURS:** Monday through Friday during regular office hours; some evenings/weekend times are possible; remote work will be occasionally allowed

**POSITION SUMMARY:** This position provides administrative support to the Associate Pastor for Congregational Care & Missions in the furtherance of the Church's caregiving ministries. This position is responsible for coordinating events, correspondence and recordkeeping.

**DUTIES/RESPONSIBILITIES**

- Assist Pastor for Congregational Care & Missions with daily needs, running reports, handling mailings, scheduling meetings, preparing PowerPoints, preparing selected worship bulletins, and other related duties as requested.
- GRIEF SUPPORT – Maintain Death Anniversary spreadsheet and provide monthly update to the Pastor for Congregational Care. Coordinate Grief Support group meetings (promotion, invitation, ordering resources, scheduling facility use, preparing classroom resources). Maintain inventory of Grief Booklets and mailing schedule to select bereaved.
- DIVORCECARE – Coordinate DivorceCare group meetings (promotion, invitation, ordering resources, scheduling facility use, preparing classroom resources).
- STEPHEN MINISTRY – Coordinate Stephen Ministry training (mail letters of invitation to Stephen Minister prospects, prepare calendar, correspondence, order books and materials, maintain active minister roster, scheduling facility use). Mail invitation letters for “Service of Hope” worship service.
- HOSPITAL VISITS – Call hospitals; communicate daily visit report to pastors and staff.
- FUNERALS – Coordinate funeral services, visitations and interments held at FPC (notify appropriate staff; obtain musicians, funeral ushers and visitation hostesses; schedule facilities; submit payroll requests).
- COLUMBARIUM - Serve and support families in a caring and responsive manner in choosing their resting place and/or that of their loved one and serving them throughout the interment process after a death. Maintain all files, including signed agreements, related to the columbarium and timely remit all fees to the Finance Ministry.
- MEMORIAL/HONOREE DONATION ACKNOWLEDGEMENTS – On a weekly basis, send memorial/honoree donation notes to recent donors to acknowledge the Church has received a memorial/honoree gift from the donor. Also on a weekly basis, send a list of recent donor names and addresses to the primary family member contact for the memorialized individual. Send a list of donor names and addresses to any individual who is being honored by another with a monetary gift to the Church.
- WEDDINGS – Be initial point of contact for families requesting wedding services (coordinate wedding schedule, distribute information, assist Wedding Coordinator with administrative needs, submit wedding participant payroll requests and wedding payments).
- BIRTHS – Be initial point of contact for birth announcements and send out notices.
- AT-HOME MEMBERS – Maintain congregational list of all At-Home members and Partners list. Coordinate Christmas and Easter flower deliveries (order plants, secure volunteers, mail letters, arrange for pickup and delivery). Gather information from Home Partners regarding pastoral care needs for reports for pastoral staff.
- PUBLICATIONS/WEBSITE – Communicate prayer concerns, births, deaths and miscellaneous congregational care announcements through *Parish News* updates. Assist in promoting congregational care activities/events by updating the FPC website and submitting announcements for the bulletin and other church publications.

- COMMITTEE ASSISTANT – Assist Congregational Care Committee, Bereavement Committees, Columbarium Committee and Wedding Guild members with administrative requests. Submit facility requests for committee meetings. Serve as staff liaison to Columbarium Committee; attend meetings.

## **POSITION QUALIFICATIONS**

### **EDUCATION/EXPERIENCE**

- High school diploma required; two years of college or computer classes very helpful.
- Experience in an administrative capacity desired. Previous employment/volunteer work for a church will be a plus.
- Attention to detail, good interpersonal skills and the ability to effectively establish task priorities are essential for this position.

### **KNOWLEDGE/SKILLS**

- High level of technical competency including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook). Ability to learn other computer programs quickly (Ministry Platform, WordPress for Website, ServiceU).
- Excellent organizational skills with a strong attention to detail and accuracy, and the ability to work independently, multi-task, prioritize, and manage time.
- Be adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude.
- Strong relational skills and work ethic.
- Ability to handle sensitive information with highest degree of integrity and confidentiality.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand and to move about; to sit for extended periods of time; to use hands to operate office equipment; to talk and to hear when interfacing with staff, members of the congregation and others in person or on the phone; vision within normal ranges to read documents, file and to use the computer.

While performing the duties of this job, the employee primarily works indoors in an office setting. The noise level in the work environment is usually quiet to moderate, with frequent interruptions.