

CONGREGATIONAL CARE LOGISTICS COORDINATOR

Overview:

As a growing and diverse congregation, Eastbrook Church desires a vibrant congregational care ministry. This coordinator role serves the Church by providing support in coordinating responses to the needs expressed by the congregation. It is a critical role designed to increase the Church's capacity to care for its congregation as Eastbrook continues to grow.

The Congregational Care Logistics Coordinator will assist in facilitating communication between the congregation and the Pastoral Staff, including scheduling for our Pastor on Call, People Helping People fund, and Visitation Ministries as well as assisting to coordinate the logistics and support for Weddings and Funeral Services.

This position is part of the broader Adult Ministry team and, as such, should reflect the perspective of curriculum and philosophy of that area.

Employment Information:

This is a part-time, 10-18 hours per week position that must maintain regular office hours. May serve on occasional weekend or evening hours. Salary is dependent on experience, skills, and education.

Reports to:

Director, Congregational Care
Sr. Director, Adult Ministry

Responsibilities:

- Coordinate care for those in need in the church and community who seek financial assistance through the People Helping People fund, as well as communicating the requests to the advisory team for all requests.
- Maintain the homebound and hospital visitation ministry schedule and insights.
- Maintain the schedule for the Pastor-on-call ministry and participate as needed.
- Assist in the planning and implementation of funerals and weddings in partnership between Director, Congregational Care and Sr. Director, Adult Ministry. Including assistance in processes related to coordinating care for those dealing with deaths and the development and coordination of paid and volunteer teams to assist with carrying out funerals and weddings.
- Facilitate room bookings for small groups, support group classes and various adult ministry events and review content for quarterly Connect, Grow, Serve brochure.
- Audit and maintain participation and attendance lists for volunteer teams, support groups, and long-term care recipients.
- Facilitate and maintain process queues in church database for connecting new congregants.

Qualities and Qualifications:

- Demonstrate a stable, mature, vibrant, and growing relationship with Jesus Christ.
- Must be an active member and regular attendee of Eastbrook Church.
- Must possess a calling to ministry as a place of investment.
- Model servant leadership by attitude and practice, generous with time and serving with positive, infectious, optimistic attitude.
- Must possess strong administrative skills with the ability to coordinate multiple projects.
- Demonstrated excellent communication skills that are seen in office environments.
- Must possess the qualities of diplomacy and discernment.
- A desire to grow, seeking relationships, resources, and training to assist in the continuation of personal and professional growth.
- Strong leadership, relational, organizational, technical, project management and decision-making skills.
- The successful individual will be a strong leader with a solid work ethic, possessing a passion for teaching about God and the ability to administrate.
- Must endorse and support the Eastbrook Church statement of faith, mission, vision objectives and position papers.

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish our mission is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'"* (Revelation 7:9-10)

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.