



Elmbrook Church Position Description

Chaplaincy Coordinator

Job Summary:

The Chaplaincy and Seniors Ministry Coordinator oversees the day-to-day operations of the chaplaincy ministry and funeral care. They are also responsible for the leadership of the Senior's Friday Fellowship ministry.

Qualifications & Requirements:

- Demonstrate growing relationship with Jesus Christ.
- Active member of Elmbrook church.
- Endorse and support Elmbrook statement of faith, vision and core values.
- Participation in a Life Group or willingness to join one.
- A desire to grow, seeking relationships, resources and training to assist in the continuation of personal and professional growth.
- Model servant leadership by attitude and practice.
- Strong communication skills, verbal and written - ability to communicate effectively.
- Strong organizational, technical, project management and decision making skills

General Responsibilities:

- Give oversight and direction to the senior ministry that includes Friday Fellowship.
- Give oversight and direction to the Funeral ministry and hospital visitation ministry
- Coordinate group room assignments and set ups, publicity, registration, surveys and other logistics necessary.
- Attend and or visit the ministry groups as needed.
- Recruit and train leaders.
- Participate in all ministry department meetings and initiatives.
- Be a resource for the other members of the Ministry Department staff.
- Generate new initiatives that are in line with the vision and goals of the church.

Employment Information:

This position is full time and classified as salaried and exempt.
40 hours/week
Salary – dependent on experience, skills & education

Benefit Package:

Medical - eligibility for all benefits associated with full-time employment, including, medical, dental, vision and life insurance. Refer to the Employee Handbook and information provided by Elmbrook's insurance vendors for specific details.

Paid Time Off (PTO) – Full time employees are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Employee Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if employees are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee's first anniversary, Elmbrook will match up to 5%.

Holidays – Full time employees are eligible for holiday pay. There are 10 holidays recognized by Elmbrook Church as paid holidays; refer to the Employee Handbook for specific details.

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| Reports to: |
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Chaplaincy Director – Tom Tunncliff

Elmbrook Church
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