



ASYLUM HILL

Congregational Church

Job Title: Coordinator – Worship, Congregational Care
& Sr. Minister Support
Department: Worship

Reports to: Sr. Minister
Effective Date: December 2025
Part-Time: 30 hours per week

Job Summary:

The Coordinator – Worship, Congregational Care & Senior Minister Support provides administrative, organizational, and care coordination support to the Senior Minister. This role ensures that worship services, rites and sacraments, and congregational care activities are thoughtfully planned and smoothly executed. Working closely with the Senior Minister, other clergy, the Director of Music and Arts, and volunteers, the Coordinator helps sustain the rhythm of worship, the ministry of care, and the daily operations that connect the congregation's spiritual and practical life.

Duties and Responsibilities:

Senior Minister Support:

- Manage the Senior Minister's calendar, meetings, and correspondence with professionalism and discretion.
- Serve as the primary contact for calls, emails, letters, and other communications directed to the Senior Minister.
- Prepare materials, reports, and correspondence for meetings, worship, and special projects.
- Maintain organized records of weddings, funerals, baptisms, and other rites/sacraments.
- Coordinate travel and hospitality arrangements for conferences and engagements.
- Reconcile monthly expense statements and maintain related documentation.
- Provide logistical and administrative support to help the Senior Minister maintain a balanced schedule and effective communication with staff and parishioners.

Worship Support:

- Collaborate with the worship team in planning and preparing for weekly and special worship services.
- Prepare worship bulletins, PowerPoint slides, and related materials.
- Attend worship planning meetings and ensure necessary follow-up and coordination.
- Order, maintain, and organize worship supplies and materials.
- Schedule, coordinate, and prepare for weddings, funerals, baptisms, and memorial services, including bulletins, flowers, and certificates.
- Manage worship volunteers such as readers, greeters, signers, and the Welcome Team.
- Oversee memorial flower orders and maintain records for the Memorial Garden.

Congregational Care:

- Support ministers and congregational care team in identifying and responding to congregational care needs.
- Record and maintain care interactions in CiviCRM.
- Schedule and coordinate care facility visits and volunteer outreach.



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- Organize seasonal flower orders and deliveries (Advent Poinsettias, Easter Lilies).
- Coordinate volunteers who provide care-related support such as meals, transportation, and Friendly Flowers deliveries.
- Provide administrative support for congregational care meetings, including scheduling and follow-up.
- Maintain a welcoming and compassionate presence for parishioners and visitors.

Other duties as assigned.

Required Skills and Abilities:

- Excellent verbal and written communication skills.
- Proven discretion and ability to maintain confidentiality.
- Strong organizational and time management skills with attention to detail.
- Ability to balance multiple priorities in a dynamic environment.
- Strong interpersonal and customer service skills with a compassionate, service-oriented mindset.
- Proficiency with Microsoft Office Suite and familiarity with CRM databases (CiviCRM preferred).
- Ability to coordinate volunteers and collaborate effectively with staff and lay leaders.

Education and Experience:

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- Minimum three years of administrative or coordination experience, preferably in a church or nonprofit setting.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift up to 15 pounds occasionally.

Interested candidates, please send your resume to careers@ahcc.org.

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