

Ministry Support Lead

Weddings, Funerals, General Administration

Position Type: Part-Time, 14 - 16 hours per week, as needed; Hybrid. Preferred schedule includes two days in the office from 9:00 am - 2:00 pm, with remaining hours worked remotely.

Reports To: Director of Administration

Prepared: June 2026

Salary: \$20 per hour

Position Overview

The Ministry Support Lead provides compassionate, organized, detail-oriented support for the church's front office and wedding and funeral ministries. This role serves as a primary point of contact for families planning weddings and funerals, helping coordinate details and ensuring each experience reflects the church's commitment to care, hospitality, and Christian compassion.

The Ministry Support Lead will also collaborate with the front office team to support and coordinate the care team and weekend/special event hospitality, and general administrative needs. As part of the Front Office Team, this position helps create a welcoming, professional, and responsive experience for congregation members, visitors, families, and community partners.

The ideal candidate is welcoming, professional, compassionate, flexible, and highly organized, with strong communication and interpersonal skills. This role works collaboratively with pastors and the front office on funerals and weddings, and is willing to step in as needed to support care ministries and hospitality.

Key Responsibilities

Funeral Coordination

- Coordinate and schedule funerals in collaboration with families, pastors, funeral homes, musicians, and church staff
- Guide families through the funeral planning process with compassion and attention to detail
- Prepare funeral bulletins and supporting service materials, ensuring accuracy, confidentiality, and the respectful handling of sensitive information.
- Coordinate logistics and communication related to funeral services and receptions
- Collaborate with the funeral coordinator and other ministry staff to ensure smooth execution of services

- Develop a team to support funeral logistics with pastors, musicians, and funeral coordinators
- Assist with the planning and coordination of the annual Service of Remembrance(Once a year in November)

Wedding Coordination

- Coordinate and schedule weddings and wedding rehearsals
- Serve as a primary contact for couples throughout the wedding planning process
- Prepare wedding bulletins and coordinate ceremony logistics with pastors, musicians, and wedding coordinators
- Communicate timelines, facility needs, and service details to all involved parties

General Administrative Support

- As part of the front office team, provide administrative support, including answering phones, greeting and assisting visitors, supporting front office projects, and participating in a shared rotation schedule to ensure consistent front office coverage.
- Assist the other ministry support lead in coordinating care teams and in providing weekend/event hospitality support, as needed.
- Write personalized cards to connect with families at milestone life event anniversaries, such as baptisms, deaths/funerals, and weddings.
- Complete ad hoc projects for the front office and administration team, including special events or worship support.

Qualifications and Skills

- Demonstrates Christian faith practices and supports the mission and values of the church
- Compassionate, welcoming, and service-oriented demeanor
- Strong interpersonal and communication skills, both written and verbal
- Excellent organizational and time-management abilities
- Self-motivated with strong planning and problem-solving skills
- Ability to maintain confidentiality and handle sensitive situations with discretion
- Ability to work independently while collaborating effectively within a team environment
- Flexible schedule around funerals
- Proficiency in Microsoft Office, email communication, and office equipment
- Friendly, caring, and professional presence with members, guests, and community partners
- Attention to detail and strong follow-through
- Commitment to hospitality, care ministry, and excellent customer service

Note: This job description may have been refined by using artificial intelligence tools. The hiring team reviewed and approved all requirements, parameters, and final content.

Please send your cover letter and resume to Jean Jepson at jeanjepson@oursaviours.com.

