

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Columbarium Coordinator

STATUS: Full-Time, Exempt

REPORTING TO: Vicar for Pastoral Care

SUMMARY/OBJECTIVE

The Columbarium Coordinator supports the Church by overseeing the administration of the Columbarium Ministry and assisting the Pastoral Care Department with funeral coordination, record management, and departmental operations. This role serves parishioners and their families with compassion, professionalism, and attention to detail during times of loss and pastoral need. This individual must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

ESSENTIAL FUNCTIONS

1. To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Develop a thorough understanding of St. Martin's Episcopal Church, its ministries, traditions, liturgical practices, and pastoral care philosophy.
3. Maintain all Columbarium records for the Garden of the Holy Cross, the Garden of the Holy Cross Riverway, and future additions. Assist parishioners with the selection and purchase of Columbarium spaces, ensuring all contracts, documentation, and records are properly completed and maintained.
4. Manage accurate record keeping and deposit of funds collected in payment for columbarium spaces.
5. Review and update all Columbarium records to ensure completion and accuracy across formats – paper files and electronic files.
6. Ensure all columbarium records are reflected appropriately in the church database – currently ACS.
7. Prepare information and order all niche caps, insuring accuracy, obtaining approval from family members, and insuring quality. Oversee placement of the niche caps.
8. Assist Clergy with interment services.
9. Attend departmental staff meetings for input and informational purposes.
10. Assist the Funeral Coordinator as required with funerals and funeral planning.
11. Provide vacation coverage for Funeral Coordinator and other departmental administrative duties as necessary.
12. Perform additional duties as assigned.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication.
- Strong interpersonal and customer service skills.
- Exceptional organizational skills and attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Effective collaboration with clergy, staff, volunteers, and parishioners.

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Effective support of Pastoral Care Department operations.
- Accurate processing of contracts, payments, and memorial orders.
- Seamless coordination of interments and funeral-related activities.
- Timely and professional communication with parishioners and families.
- Accurate and complete Columbarium records maintained across all systems.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

Work occurs on campus, indoors and outdoors, year-round, in all types of weather conditions. Regular use of standard office equipment is required.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect, and easily remember things. The employee is frequently required to rise, move, ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm's length distance; and transport up to 50 lbs.

The employee is required to perform under circumstances of emotional stress, such as, but not limited to, stress from supporting families who are dealing with death, work deadlines, employee and parishioner complaints, noise, distractions, work complexity, competing priorities, and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Monday – Friday. Occasional evenings or weekends if required by leadership. No travel is expected for this position.

EDUCATION AND EXPERIENCE

High School diploma required; Bachelor's degree preferred. Three to five years of progressively responsible administrative experience required; experience in church administration, funeral services, customer service, or records management preferred.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.