



Funerals & Grief Care Ministry

**Hours dependent upon and commensurate with skills
and attributes of selected candidate(s)**

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 11 services across 5 campuses.

We are looking for one or more individuals to play an essential role in our Funerals & Grief Care Ministry. The specific responsibilities around the role(s) will be determined based on the skills and giftings of the individual(s) God brings to us for this important ministry in our church.

If you love have a heart for using your skills and abilities to make a difference in people lives – particularly as they journey through loss and grief - and are excited about how your experience can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

Summary

We are seeking compassionate, spiritually mature, and highly organized staff for our Funerals & Grief Care Ministry. This role provides pastoral support to individuals and families experiencing loss, coordinates all aspects of Celebration of Life (funerals and memorial services), and develops a comprehensive grief-care pathway for our congregation and community. The ideal candidate(s) is both deeply empathetic and operationally strong—able to hold sacred space for grieving families while managing the logistical demands of a large church environment. They will also be equipped to discover, develop and deploy volunteers to support the ministry and lead our grief care groups.



Primary Duties and Responsibilities:

As noted above, the role(s) will be more specifically crafted based on the skills and giftings of the applicant(s).

The overall responsibilities within the Funerals & Grief Care Ministry include:

Funeral & Memorial Service Coordination

- Serve as the primary point of contact for families experiencing loss.
- Provide pastoral care, prayer, and guidance with sensitivity and respect.
- Coordinate all logistics for funeral and memorial services, including scheduling, officiants, music, hospitality, facilities, and communications.
- Work closely with funeral home staff to ensure a smooth, respectful coordination of all aspects of the service.
- Work collaboratively with pastors, worship teams, facilities staff, tech staff and volunteers to ensure services are conducted with excellence and compassion.
- Maintain clear processes, documentation, and follow-up systems.
- Discover, develop and deploy volunteers to assist with services (services, after-service-receptions).

Grief Care Ministry Leadership

- Continue to develop a holistic grief-care strategy for the church, including support groups, resources, workshops, and pastoral follow-up.
- Recruit, train, and support volunteers who serve in grief-care roles and lead grief care groups.
- Provide one-on-one pastoral support and referrals when appropriate.
- Partner with community organizations, counselors, and care networks to expand available support.



Pastoral & Administrative Responsibilities

- Maintain accurate records, schedules, and communication with families and staff.
- Contribute to the broader pastoral care strategy of the church.
- Participate in staff meetings, ministry planning, and cross-department collaboration as required.
- Uphold the church's theological commitments, values, and culture of care.

Core Skills/Experience:

- Demonstrated experience in pastoral care, chaplaincy, counseling, or a related ministry field.
- Strong emotional intelligence, active listening skills, and the ability to remain calm and grounded in order to support grieving families.
- Excellent communication skills.
- Ability to lead volunteers with clarity, encouragement, and accountability.
- Theological training or ministry certification preferred.
- Experience in a large church or multi-staff environment is an asset.
- A heart for serving people in their most vulnerable moments.
- Excellent balance of people and task skills.
- Proven ability to multi-task and work effectively in a multi-person office environment.
- Proven working knowledge of such programs as Microsoft Word, Excel, Outlook.
- Proven ability to work well in a dynamic, fast paced environment.
- Experience in discovering and developing volunteers.
- Strong curiosity to learn and ask crucial questions.
- Excellent interpersonal skills and ability to respectfully deal with conflict using the principles set out in Matthew 18.



- Flexible and adaptable.
- Experience working and thriving in a collaborative team environment.
- Ability to problem-solve/troubleshoot “on the fly.”
- Detail-oriented and ability to complete tasks quickly and effectively.

Personal Attributes

- Compassionate, patient, and trustworthy.
- Comfortable navigating sensitive conversations around death, grief, and trauma.
- Able to balance pastoral presence with operational excellence.
- A team player who collaborates well across departments.
- Spiritually mature and committed to the mission of the church.

Qualifications:

- Understand, support and live out CSC’s membership covenant and statement of faith.
- Be a model to others of what it means to be a fully devoted follower of Christ.
- Spiritual gifts essential to the position must be evident including the gifts of Administration, Helps, Encouragement and Wisdom.
- Willingness to commit to and uphold CSC’s Human Resources Policies, Code of Conduct, Confidentiality Agreement, Job Performance Expectations, Staff Values Based Behaviours, Lifestyle Agreement and Staff Expectations.
- If married, demonstrates a strong and healthy marriage and family, with spousal commitment to their calling into ministry and spousal involvement in the life of CSC as a participating member.
- All employees are required to be members of Centre Street Church. If they are not a member at the time of hire, they will be required to commence the membership process immediately.



Note that evening and weekend will be required.

If this sounds like a role God may be calling you into, we want to hear from you! Please apply by completing our [CSC Employment Application](#) and sending it along with your resume and cover letter to careers@cchurch.ca.