

# CONNECTION AND MEMORIAL COORDINATOR

Flatirons Church | Lafayette

## REPORTS TO:

Lafayette Connections Director

## CLASSIFICATION:

FULL-TIME//SALARY//NON PASTORAL//ON-SITE//INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

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## WHY THIS ROLE MATTERS

Flatirons isn't just another church, and this isn't just another job. We're building something that demands attention and drives action. If you have a desire to help build a "No Matter What, No Matter Where" culture that inspires others to follow Jesus, we want to hear from you.

## RAW AND REAL. FUN. INNOVATIVE

Flatirons Church isn't looking for just Connection and Memorial Coordinator. We are looking for someone who is passionate about being first contact and primary resource for families navigating the memorial planning process and serves as a key liaison between families and core church teams. In addition to memorial responsibilities, they will be instrumental in supporting Guest Services within the Connection team.

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## WHAT YOU BRING

### PERSONAL QUALIFICATIONS:

- Submits your life to God and the authority of His Word.
- Model a commitment to developing the character of Christ.
- Understand and support Flatirons' vision and values; filters decisions through that lens.
- Embrace key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplify qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willingness to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth—spiritual, personal, and professional—and invests in the growth of others
- Uses humor and relational connection to lead well and build a strong team culture.

### PROFESSIONAL QUALIFICATIONS:

- Highly relational—compassionate, empathic, sensitive.



- 2+ years of proven excellence in customer service or related field.
  - Good decision-making capabilities regarding guest interactions/challenges, volunteer care, and needs of the ministry.
  - Strong relational skills and ability to connect with a variety of people from diverse backgrounds.
  - Proven experience leading or managing and recruiting volunteer teams.
  - Conflict resolution, troubleshooting skills, discernment, good communication skills.
  - Has organization, multi-tasking, and administrative skill set.
  - Thrives on a variety of tasks and is highly adaptable.
  - Ability to take initiative and embodies “see the need, meet the need” work ethic with intuitive problem solving.
  - Proficient in Microsoft Office Suite including Outlook, Excel, and Teams.
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## WHAT YOU’LL DO

- Manage and coordinate Flatirons memorial services ensuring they are conducted with sensitivity and attention to detail.
  - Build and continually refine a framework for recruiting, equipping, and developing memorial volunteer teams to support memorials and care for grieving families.
  - Understand and support all ministry expressions of the Guest Services department during the weekend programing including holiday and communion services.
  - Support weekend services by providing a strong presence before, during, and after services to ensure smooth operations and guest care and interactions.
  - Manage day-to-day operations, including Rock database upkeep, managing follow up of new volunteers, responding to phone calls and emails, addressing issues, and facilitating ministry crossover.
  - Perform other related duties assigned to support the broader mission of Flatirons Community Church.
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## COMPENSATION & BENEFITS:

- **STARTING SALARY** \$45,000 - \$50,000 We recognize the value of your skills and the expertise you bring as we work together to bring the awesome life of Christ to a lost and broken world. Our salary range is based on competitive compensation studies for this role.
- **HEALTH COVERAGE** – Enjoy peace of mind knowing you’re covered. We offer 100% paid Health, Dental, and Disability Insurance for you and your family through Flatirons. You can also customize your coverage with optional buy-up options, including voluntary insurance coverages, ensuring you’re supported in every aspect of life.
- **TIME OFF** – We believe in the importance of rest and renewal. You’ll receive 3 weeks of Paid Time Off (PTO) each year to recharge, plus an extra week after Christmas services so you can truly unwind and spend time with loved ones.
- **RETIREMENT** – Your future matters as we work together to share Christ’s love. Take advantage of our 403(b)-retirement plan with a generous matching contribution of up to 10% of your salary, so you can plan for tomorrow, today.



