

# FIRST UNITED PRESBYTERIAN CHURCH

## FUNERALS AND MEMORIAL SERVICES COORDINATOR

### MINISTRY DESCRIPTION



**Objective:** *You will help FUPC to glorify God through faithful service as Funerals and Memorial Services Coordinator to facilitate all requirements necessary to ensure the family and friends of the bereaved experience a well-orchestrated, Christian service for their loved one. Use the “Funerals and Memorial Services at First United Presbyterian Church” guide to accomplish the results below.*

- Result 1:** Complete all pre-coordination requirements including date/time of the funeral, funeral home requests, number of persons attending, number of family pews needed, number of ushers needed, and special requests from the Pastor.
- Result 2:** Assign and instruct parking guides.
- Result 3:** Arrange for childcare if the family requests it.
- Result 4:** Provide a convenient location to receive memorials.
- Result 5:** Ensure ushers are familiar with any additional responsibilities.
- Result 6:** Ensure organist checks the arrangement of the Chancel including the flowers if using both the organ and piano.
- Result 7:** Ensure Director of Audio/Visual Ministry is aware of any specific requirements.
- Result 8:** Ensure Funeral Meals Team is available to provide a meal or reception after the funeral.

**Team Composition (number):** One (1).

**Time Commitment:** Approximately 2.5 hours which includes arriving at Church one (1) hour before funeral start time, one hour during the funeral service, and 30 minutes for the post funeral clean up.

**Special Talents and Skills Preferred:** An active and committed disciple of Jesus Christ; a person who is comfortable interacting with Church and Pastoral Staff, funeral home professionals, and bereaved family members; a person who is meticulous and possesses good time-management skills.

# **FUNERALS AND MEMORIAL SERVICES COORDINATOR**

## **MINISTRY DESCRIPTION**

**Spiritual Gifts:** Administration, Discernment, Hospitality, Leadership, Mercy, Service/Helper.

**Support and Accountability:** Chairperson, Session Worship Committee.

**Resources and Training Provided:** “Funeral and Memorial Services at First United Presbyterian Church” guide, “Funeral Service Information, Church Office Responsibilities” document, and this job description.

*Thank you for considering this important ministry.*