

UUFH
Shared Ministry Position Description

Position Title: Memorial Council Chair

Cluster: Member Services

Purpose of Position/Description:

Provide a caring and respectful way to honor UUFH members who have died. Provide planning resources for people as they anticipate end-of-life issues. Coordinate the UUFH Memorial Program.

Responsibilities:

- Oversee and provide assistance to Council Coordinators of: Memorial Services, Memorial Receptions, Memorial Wall, Memorial Garden
- Provide information on End of Life Planning
- Assist Minister and families during Memorial Service, reception and interment planning
- Maintain and record gifts to The Memorial Program
- Maintain and update Memorial Cabinet (in Gallery), Interment Map, & Book of Remembrance
- Maintain Memorial Council Information Board (in Social Hall)
- Hold Council meetings as needed
- Initiate planning the future course of the Memorial Program
- Plan for the Memorial Garden Reception , Memorial Committee Gallery Exhibit, and other special events
- Attend meetings: Annual Congregational, Cluster meetings
- Write Annual Report
- Prepare Annual Budget
- Prepare a “Gift Basket” for annual Services Auction
- Update information for Website

When is this ministry performed/Amount of time required:

Dependent on number of Memorial Services (at 5 hours each) and the season

Qualifications:

- Be able to supervise and coordinate the Council and it’s activities
- Be available to meet with Fellowship Members in need of information and services

Responsible To:

Membership Services Cluster Coordinator, Minister and the Board

Training Provided:

Predecessor and existing Committee members

Support Provided:

The Board, Cluster Coordinator and Minister

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

Open-ended

Note: In order to ensure effective succession planning, included herein is the responsibility to have a “trainee” in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

Personal satisfaction in knowing that you’re following through on the wishes of individuals and families to memorialize their loved ones.

Prepared by: Jackie Agdern 2/09

Approved by BOT on: [date]