

UUFH
Shared Ministry Position Description

Position Title: Memorial Service Coordinator

Cluster: Member Services

Purpose of Position/Description:

To arrange for the details of each Memorial Service so that it runs smoothly and the family's needs are served.

Responsibilities:

1. Assist the Minister in planning the service
2. Contact the minister regarding the date of the service, and ask what help the Coordinator can give him/her
3. Contact the family soon after death occurs, to offer help with planning the Service (outside of the minister's role)
4. Arrange for someone to provide music, unless the minister has already done this
5. Contact Chair of Memorial Council to alert her/him that the Council's services will be needed
6. Contact the person in charge of arranging for the Reception after the service
7. Arrange for someone from the Sound Committee to provide audio help at the service
8. Recruit ushers and greeters to serve at the service
9. Assist Reception chair in recruiting helpers, if needed
10. Arrive an hour early before the Service, to assist the family as needed (Ushers and greeters should arrive at least 30 minutes early.)
11. Make sure everything runs smoothly during and after the Service

When is this ministry performed/Amount of time required:

Varies according to complexity of event.

Qualifications:

Interest in interacting with bereaved families
Ability to attend to details involved in putting on a service
A calm demeanor

Responsible To:

Memorial Council Chair, Cluster Coordinator, Minister and President

Training Provided:

On the job, by Minister and/or predecessor

Support Provided:

See above

Board-Appointed?

No

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

One year minimum, then renewal as interested

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 from assisting families at difficult times, insuring that the Service runs smoothly and that the family’s and attendee’s needs are met.

Prepared by:

Approved by BOT on: [date]