



FUNERAL COORDINATOR/ASSISTANT

Job Description

OBJECTIVE

The Funeral Coordinator and Assistant provide compassionate, supportive and logistical coordination of funerals held at New Hope Church.

SCOPE

- Contract // Part-Time/On Call; Coordinator - \$200 per event (\$100 for additional event days, e.g. visitation), Assistant - \$75/event)
- Primary Accountability to Care Coordinator; Secondary Accountability to Care Director

RESPONSIBILITIES

NHC Ministry Team

- Be a champion of NHC's vision, leadership and ministries
- Minister in alignment w/ NHC's Statement of Faith
- Work collaboratively with other NHC staff and ministry leaders

Funeral Coordinator

- Meet with the family to ascertain their needs and provide ongoing support and communication
- Contact the funeral home to coordinate with the church
- Contact church personnel in the various areas needed for funeral and death notification
- Arrange all details for the service in the days preceding the event
- Physically be present the day of the funeral to oversee the flow of the planned arrangement, being available to the family and funeral service participants for last minute details and needs
- Provide Funeral Assistants with detailed list of instructions for the day and direct them, as needed
- Communicate any pertinent information that will be helpful for the Care Coordinator to determine follow up ministry by the church
- Submit final paperwork to Care Coordinator

Funeral Assistant

- Physically be present the day of the funeral to assist the Funeral Coordinator. Duties may include set-up, preparation of coffee for the family room, assembling the bulletin, directing traffic, transporting signs, etc.

PROFILE OF PREFERENCE

- Growing relationship with Jesus Christ and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Compassionate discernment and sensitivity toward those who are grieving
- Strong organizational and communication skills
- Collaborative, relational and detail-oriented
- Flexible availability