



Funeral Coordinator

Position Scope: As needed for funeral coordination

Position Status: Contracted Structure

Salary: \$250 per funeral

Reports to: Pastor of Small Groups

Department: Member Care

Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

Ministry Responsibilities

The Funeral Coordinator pastorally assists families and individuals planning for future or immediate funeral services.

Essential Duties

| <u>Description</u> | <u>% of Time</u> |
|--|------------------|
| <p><i>Ministry Support Responsibilities</i></p> <ul style="list-style-type: none"> • Opportunity to work with a team and cast vision for future ways to serve Eastview families better within the context of the funeral ministry • Work with staff, pastors, and community funeral organizations to provide insight and direction to ensure a supporting and loving experience for families in crisis • Point person for all funeral, memorial, or burials services offered by Eastview Christian Church • Contact and confirm officiating Eastview Pastor • Organize and execute all necessary arrangements in conjunction with a funeral home director • Execute a “successful” and honoring funeral experience for families and their loved ones and shepherding the grieving families • Assist with the understanding of the funeral including the Visitation, Funeral, Burial and the related service format and prayers • Assist family in crafting an order of service for funerals, memorials, and or committal services • Be present and assist as necessary with the service • Collaborate with the Pastor presiding over the service and arrange for Pastor to meet with family ahead of the service | 100 |

| | |
|--|--|
| <ul style="list-style-type: none"> • Coordinate with complementary ministries (for example, Funeral Dinner Team) when needed • Work with Administrative Assistant of Member Care for purchase order requests | |
| <u>Miscellaneous</u> <ul style="list-style-type: none"> • Other duties as assigned. | |

Required Core Competencies

- *Written Communication* – writes clearly and succinctly in variety of communication settings. Professional verbal communication
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Approachability* – easy to approach and talk to, puts others at ease, pleasant and gracious
- *Priority Setting* – spends time on what is important, quickly zeros in on critical few, eliminates roadblocks
- *Learning on the Fly* – experiments and tries new solutions, enjoys challenge of unfamiliar task
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities

Required Qualifications

Experience

- Caring for or counseling others through difficult times
- Basic computer skills to accomplish tasks and communications
- Event planning experience of church or funeral services

Preferred Qualifications

None

Physical Demands

| | | | |
|--------------------------|---|-------------------------|---|
| Stand: | O | Hearing/Listening | C |
| Sit: | C | Carry/lift 0-10 lbs | F |
| Walk: | O | Carry/lift 11-20 lbs | O |
| Run: | N | Carry/lift 21-50 lbs | N |
| Reach Outward: | C | Carry/lift 51 - 100 lbs | N |
| Reach Above Shoulder: | O | Carry/lift 100+ lbs | N |
| Climb (stairs/ladders): | O | Push/Pull 0-12 lbs | O |
| Crawl: | N | Push/Pull 13-25 lbs | N |
| Stoop, kneel, or crouch: | O | Push/Pull 26-40lbs | N |
| Bend: | F | Push/Pull 41-100 lbs | N |
| Talk: | C | | |

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work Environment

100% working indoors in a quiet atmosphere and environmentally controlled conditions with expected hours in front of a computer screen. Light physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Manual dexterity sufficient to reach/handle items, work with the fingers, and perceives attributes of objects and materials.