|  |  |
| --- | --- |
| **NAME:**  | Vacant  |
| **JOB TITLE:**  | Funeral/Memorial and Wedding Coordinator  |
| **DATE:**  | May 2024  |
| **JOB STATUS:**  | Casual – Event Based as needed  |
| **SALARY RANGE:**  | $175 per Event  |
| **DEPARTMENT:**  | Guest Relations  |
| **REPORTS TO:**  | Director of Guest Relations  |

**PURPOSE**:

Coordinating and directing all funeral/memorial and wedding services at Glenkirk. To be a welcoming presence, partner, and ambassador for Jesus and Glenkirk, recognizing the evangelical opportunities each memorial service holds to a variety of guests and visitors.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Work with members of the church staff for scheduling
2. Meet with the family or friends for planning the service along with the officiating pastor
3. Coordinate with the officiating pastor, tech team, ~~any~~ musicians/vocalists, and guest speakers
4. Set up the church for the service and clean up set up once service concludes.
5. Welcome guests and be present for the service. and, if a reception is being held at the church, stay until the service has completely transitioned to the reception.
6. Transfer any flowers or pictures from the sanctuary to the reception area or with no reception, coordinate with family to take home after service
7. Work with the reception coordinator throughout planning process.

**NECESSARY SKILLS:**

* Excellent communication skills
* Sense of ministry, of doing Christ's work
* Sense of connection to Glenkirk’s ministries and mission.
* Enthusiasm, tact, self-confidence, sense of focus, flexibility
* Remember names and faces well
* Organization of time and information
* Thinking ahead, anticipating problems
* Multiculturally, ethnically, and denominationally sensitive
* Assertive with commercial vendors when necessary
* Ability to create an atmosphere of calm and warmth
* Be compassionate
* Be able to handle blended families well (or families who may be estranged)
* Outgoing and loving presence