



Liturgical Commission

Funeral Planning Coordinator Position Description

Reports To:

Liturgical Commission Chair

Ministry Purpose / Objective:

To plan and coordinate the various aspects of the funeral liturgy or service outside of the liturgy, so that the families of deceased parishioners may better receive support and guidance from God, Church and our parish community.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of Funeral Planning Coordinator:

- Establishes guidelines and calendar rotation for “teams of two” (chosen method of aiding families in need).
- Actively seeks and recruits new members through word of mouth or bulletin announcements while progressively orienting current members.
- Trains volunteers through a shadowing term until both trainee and trainer are comfortable with individual work.
- Schedules ministry meetings.
- Coordinates with parishioners interested in pre-planning their funeral liturgy.
- Maintains funeral records of deceased and parishioners who have pre-planned arrangements.
- Provides documentation and reports, as required; see attached documents.
- After the arrangements have been made, call the following (refer to Know How Check List):
 - Director of Liturgy/Music.
 - Lazarus Ministry Coordinator.
 - Altar Server Coordinator.
 - Facility Setup Coordinator.
 - Sacristan.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.
- Coordinates guest speakers or special presentations on the funeral rite and funerals.

Meetings:

- All Commission meetings.
- Training/Update Sessions.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:	Average Time (may vary):
• Pre-planning documentation.	2 hours
• Team Training.	1- 2 hours
• Report / objective / goals documentation	2 hours

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Personable
- Sympathize, not Empathize
- Is Present to Bereaved Needs

Funeral Planning Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



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Funeral Planning Coordinator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- As needed.