



Liturgical Commission

Funeral Planning Member Position Description

Reports To:

Funeral Planning Coordinator

Ministry Purpose / Objective:

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

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Funeral Planning Members:

- When notified by office staff or ministry coordinators, contacts family member of deceased to meet and decide on funeral arrangements.
- Assists family members with selection of liturgical readings and music while completing the funeral planning guide.
- Notifies Director of Liturgy and/or Music, Daily Lectors, Daily Extraordinary Ministers of Holy Communion, Lazarus Coordinator, Set-up Committee, and Sacristan.
- Provides copies of the Funeral Planning Guide to the Pastor and Director of Music.
- Arrives one hour before the service to help prepare the church. Confirm/train Lectors, gift bearers, Extraordinary Ministers of Holy Communion.
- Remains for the funeral to assist family and act as ushers during Holy Communion.
- Follow-Up with family members to offer further assistance, if needed.

Special Activities:

- Attends an initial orientation/training session.
- Any meetings at discretion of coordinator.

Meetings:

- One annual planning/evaluation meeting.
- Attends additional meetings as necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Funeral planning
- Time spent notifying staff and volunteers involved.
- Day of funeral.
- Follow-up call.

Average Time (may vary):

1-2 hours

½ hour

2 hours

At least 15 minutes

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Compassionate, kind and patient.
- Organizational skills.
- Is present to bereaved needs
- Reads both verbal and nonverbal cues
- Sympathize not Empathize
- Personable