**Funeral Coordinator**

**Department:** Pastoral Care

**Supervisor:** Associate Pastor for Pastoral Care

**Status:** Part-time (non-exempt); variable hours; weekend and evening hours may be required; work on a “as-needed” basis

**Position Summary:**
The Funeral Coordinator is responsible for coordinating and hosting funerals so that guests, regular attendees and members of Alliance Church feel loved and cared for.

**Responsibilities:**
- **All funerals:**
  - Ensure the grieving family has received pastoral care from a Pastor after the death of a loved one.
  - Serve as the “point of contact” for the family during the funeral planning process.
  - Communicate death and funeral notices with Alliance staff, Elders, and Deaconesses.
  - Maintain death and funeral information for record-keeping.
- **On-Site Funerals**
  - Work with Alliance pastors and the Worship Arts, Facilities, and Connections Cafe teams to arrange the funeral visitation and service.
    - Reserve rooms and resources in Planning Center for the family planning meeting and the funeral.
    - Ensure an Alliance pastor can officiate the service and that Worship Arts can provide musical support.
    - Request Connections Cafe services for the family (coffee cart, tea, etc).
  - Work with the Connections Cafe and Deaconess teams to arrange the luncheon following the funeral service.
    - Reserve rooms and resources in Planning Center for the luncheon.
  - Be on-site to host the funeral and serve as the “point of contact” for the family and funeral home.
- **Off-Site Funerals**
  - Work with Alliance pastors to arrange the funeral service.
- Maintain death and funeral documentation/records, keep Funeral Planning Guide booklet current, and keep Alliance staff informed of any changes to funeral systems.
- [Optional, if time allows] Work with Associate Pastor of Senior’s Ministry to offer funeral pre-planning sessions at the church.
Requirements:

- A desire to serve Alliance families to ensure family and friends of the deceased experience a well-orchestrated, Christian service for their loved one.
- Ability to be present with others in the midst of hardship and grief through different mediums/settings (in person, via phone and email).
- Flexible schedule, ability to work on an “on-call” basis.
- Problem solving/crisis management skills.
- Ability to easily learn additional programs or equipment.
- Excellent oral and written communication skills.
- Ability to multi-task quickly and effectively.
- Excellent organization skills.
- Works well within systems/structure.

Physical Qualifications:

- Able to provide hands-on support at funerals and memorial services (preparing coffee, setting up and moving tables/easels/flower arrangements, roping off pews, etc.)
STRATEGIC FRAMEWORK

VISION/PURPOSE
Connecting the world with God and one another.

MINISTRY VALUES
1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God’s Word is truth, and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY
Simple Purpose, Simple Church: Our purpose is simple: Connecting the world with God and one another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective: We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of “success” will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second: We will seek to meet people’s felt needs first, then move people to the “prescribed” needs outlined in the Bible.
STRATEGIC FRAMEWORK (continued)

**Come and See - Go and Be:** We will partner with the congregation in doing Kingdom work. The staff’s role will be to provide clear vision and effective programming. The congregation’s role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

**Healthy Relationships:** We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

**Servant Leadership:** We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

**Stronger Together:** We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

**Complementarian:** Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

**Healthy Leadership:** We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

**Equip Future Leaders:** We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.