



FIRST FREE  
CHURCH

## Funeral Coordinator Guidelines

### Summary

The Funeral Coordinator assists families with the planning and implementation of a memorial, funeral or interment service. This contract will pay \$300 per event.

### Responsibilities

Guide families through funeral and memorial service planning, which may include:

- Meet with family to understand desires, provide resources, and plan details
- Guide family to complete the funeral planning form
- Reserve rooms, resources, and request facilities and tech using Planning Center
- Secure pastor and musicians for the service
- Prepare and print the service program
- Coordinate with Funeral Home
- Record death in Planning Center Notes
- Communicate with the FFC receptionist regarding service details and flower delivery instructions
- Send out bereavement notice through Planning Center Bereavement Group
- Enlist greeters to welcome guests to the service
- Manage details on the day of the service
- Participate in twice a year training for the First Free Care Ministry.

### Requirements

- A desire to serve people with the love and mercy of Christ
- Ability to be present with others in the midst of hardship and grief through different 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.
- Excellent organization skills.
- Ability to build a team of available people to serve as needed.
- Works well within systems/structure.
- Member of First Free Church.