

Memorial Drive Presbyterian Church

See to it that no one fails to obtain the grace of God (Hebrews 12:15)

Position Description

Coordinator of Memorial Ministries

Ministry Area: Caring Ministries (CM)
Reports To: Associate Pastor, Caring Ministries
Direct Reports on Staff: None

Position Description: The Coordinator of Memorial Ministries is a part-time position, 20 hours per week. Under the overall direction of the Caring Ministries Pastor, the Coordinator is responsible for overseeing the Memorial Service Ministry and working with families to plan and implement Memorial Services for MDPC families and those wishing to use the facilities of MDPC and its resources. For members, this includes the Columbarium. The Coordinator guides the Ministry of Presence outreach, updates the bereavement lists, and oversees the presentation and promotion of the sale of the niches in the MDPC Columbarium. He/she also works closely with the Caring Ministries Pastor to coordinate the celebration of All Saints Sunday, and other possible Services of Remembrance. He/She will serve as a team member of the Caring Ministries Staff, attending regular Staff Meetings as well as any other responsibilities as directed by the Caring Ministries Pastor.

Specific Responsibilities:

- Involvement with Volunteers – significant interaction and work direction for volunteers, numbered as follows:
 - 35 volunteers for Memorial Services
 - 5 volunteers for Ministry of Presence
- Financial Accountability (not including payroll)
 - ❖ Level of Responsibility (Contributory - the Coordinator oversees the Caring Ministries Memorial Service yearly budget estimated at \$15,000 as well as the Printing Budget estimated at \$6,500 and the Columbarium Budget estimated at \$_____.
 - ❖ The Coordinator offers advice and/or support on budget expenditures over \$1,000.
- The Coordinator serves as the MDPC coordinator for Memorial Services. The Coordinator ministers to the family on behalf of the church and acts, when necessary, as liaison between the church and the funeral home. He/She is responsible for scheduling memorial services, and arranging for pastoral leadership. He/she is also responsible to assist the pastor(s) in obtaining staff (organist, vocalists, ushers, parking greeters, sound technician, hostesses), creating bulletins, and organizing the reception.
- The Coordinator oversees the initial presentation and promotion of the sale of the niches in the MDPC Columbarium. This includes presenting options to those who might be interested in purchasing a niche as well as following up on the details (incising with

name/date and all the details necessary to prepare the urn to be placed in the Columbarium niche, including transferring the ashes). Note: The MDPC Accounting Office will be responsible for the sale itself as well as the legal paperwork involved. The Coordinator works together with the Columbarium Committee and the Associate Pastor in making any decisions regarding exceptions to the Policy and Procedures approved and adopted by the Session of MDPC.

- The Coordinator sends updates of MDPC member's deaths to the appropriate person to update the church database.
- The Coordinator refers pastoral needs to the Caring Ministries Pastor and/or to the most appropriate Caring Ministries program.
- Ministry of Presence - The Coordinator, along with the Administrative Coordinator, organizes and produces the sequence of letters that is sent out monthly to grieving members.
- Prayer Chain - The Coordinator collates prayer requests, confirms necessary information, and assists professional staff and lay leaders in coordinating and facilitating multiple caring ministries. The Coordinator, along with one of the Associate Pastor(s), is responsible for staffing the Prayer Ministry.
- The Coordinator monitors the appropriate line items within the Caring Ministries budget, facilitating the billing and reimbursements for Funeral and Memorial Service charges. The average cost of a Memorial Service at MDPC is approximately \$1,000.
- The Coordinator assists with Calendar Care contacts as time allows.

Qualifications:

- Bachelors Degree
- Program management skills, with at least 3 years experience in same
- Good, working knowledge of Microsoft Word, Excel and Adobe In-Design.
- Strong administrative and organizational skills
- Ability to communicate effectively, both verbally and in writing
- Ability to work in a team environment
- Ability to work effectively in a large church environment
- Enthusiasm, patience, compassion and persistence

Other Requirements or Special Conditions:

- Flexibility of time schedule in order to handle emergencies that occur during non-office hours, i.e., hospitalizations, deaths, etc.

Expectations of All MDPC Employees:

- A personal and growing commitment to Jesus Christ as Savior and Lord;
- A commitment to the authority of Scripture and to a lifestyle of Christian holiness;
- A willingness to work within the framework of the church's polity and procedures;
- A willing heart, teachable spirit and positive attitude;
- A team ministry commitment which places the good of the whole over individual goals;
- An ability to work collaboratively with staff and volunteers;
- A professional approach and appearance;
- A passion for excellence for the glory of God.

The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

MDPC is committed to the principle of diversity in employment for all qualified persons without regard to race, color, national origin, sex, disability, or age. Each employee is expected to honor and respect all other employees and to demonstrate commitment to these principles of diversity. Non-compliance with this policy may result in termination.

Acknowledgment

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)