

Board of Member Care

Funeral Luncheon Team Coordinator

Mission Statement: The Grace Lutheran Church Funeral Luncheon Team provides a meal to friends and family members of the deceased in a loving and caring Christian environment, in order to let God's love and compassion shine.

Description: The Funeral Luncheon Coordinator works with the Pastor, funeral director and families to determine needs and desires for the funeral luncheon. The Coordinator makes the arrangements for food, preparation, servers, and cleanup. This role can be done either individually or as a team of two coordinators.

Qualifications:

- Active member of Grace Lutheran Church
- Good organization skills
- Able to phone volunteers
- Able to work with the grieving family

Responsibilities:

1. Work with the Pastor, funeral director and the family to determine their needs and desires (e.g., number of people anticipated, catered meal or family/church provided).
2. Coordinate and order food (instructions provided).
3. Schedule servers.
4. Check to make sure there are enough supplies in the kitchen (plates, napkins, plasticware, cups). If more are needed, notify kitchen supply manager (currently Barb Leist).
5. Oversee kitchen set up, clean up, and kitchen help on the day of the event.
6. Meet, greet, express sympathy, and follow the direction of family members regarding when to begin serving.
7. Have food donors and workers sign in indicating whether they brought food or worked and present list to the family.
8. Receive bill from caterer and give to funeral director.

Time Commitment:

- Up to 8 hours per funeral.
- 2-year commitment, but may serve longer if you wish.

Relationships: The Funeral Luncheon Coordinator works with the Pastor, the grieving family, volunteer servers, food donors, and the funeral directors. They may also communicate with Grace office staff.

Training: The Funeral Luncheon Coordinator will be trained by the outgoing Funeral Luncheon Coordinator.