



## Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

### Summary

Under the direct supervision of the Director of Congregational Care, the **Memorial Coordinator** will coordinate, and provide support for all memorials arrangements with grieving families that have chosen to conduct their loved ones funeral at St. Andrew Methodist Church.

### Essential Functions

- Point of communication for a request for a memorial service to be performed at St. Andrew.
- Schedule a planning meeting for family with the officiating pastor.
- Obtain scripture, music, etc. for the service and coordinate with musicians, sound techs, etc.
- Submit details to media/communications department to prepare bulletins.
- Reserve required rooms in Ministry Platform.
- Place flowers, photos, etc. and ensure room is ready for the service.
- Touch base with family and tend to their needs prior to the service.
- Coordinate reception if requested and equip with needed supplies, tech, etc.
- Preside over inurnments in the columbarium to assist pastor with opening and closing of niche.
- Send out one year anniversary of the death of loved ones to the officiating pastor.
- Receive payment information and submit to the Business Office.
- Submit Event Pay forms for staff members to Payroll.
- Regularly scheduled meetings with supervisor

### Competencies

- Able to interact with individuals at many levels and to handle confidential and sensitive matters
- Ability to present a non-anxious presence for grieving family members
- Ministry Platform a plus
- Detail-oriented
- Strong Communication skills, both verbal and written
- Ability to operate effectively in a fast-paced environment

### Supervisory Responsibility

Supervise volunteers during events.

### Physical Demands

Events will require more walking and lifting than the typical office requirements and the ability to lift 25 pounds.

## **Position Type and Expected Hours of Work**

This position is a part-time, non-exempt role at 10-20 hours per week. The position requires work on some weekends. Weekly expectations include consistent presence in staff meetings and consistent communication with manager. Office hours will be set, but are flexible around morning/evening events or other church activities.

## **Travel**

No travel is expected for this position.

## **Preferred Education and Experience**

- Bachelor's Degree
- 3-5 years min experience organizing large scale events

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**If interested in applying for this position, submit your resume to**  
**[resume@standrewmethodist.org](mailto:resume@standrewmethodist.org)**