



## ON CALL FUNERAL COORDINATOR ROLE DESCRIPTION

The On Call Funeral Coordinator assists families with the planning and logistics of a memorial, funeral or inurnment service and/or reception, ensuring the family experiences Christ's love, receives excellent support, and has a meaningful and memorable experience.

## RESPONSIBILITIES

### Guide Families Through Funeral and Memorial Service Planning

- Meet with the family to understand desires, share resources and plan details
- Plan order of service
- Prepare and print service program
- Coordinate service details with Production and Facility Departments, musicians, pastors and mortuaries
- Provide follow-up with families after the service

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

#### Demonstrate a Commitment to Growth

- Receive and apply training and feedback from the Pastoral Events Administrator and Pastoral Care Director
- Attend On Call Funeral Coordinator team meetings

## WHO WE ARE

We're a vibrant church of everyday people who come together in many ways - in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed - which is all about God receiving the worship He deserves.
- Love Experienced - that's all about helping you grow in experiencing the love of God.
- Love Extended - which is all about extending the love of God out to those who need it most in mission.

## WHO YOU ARE

### You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

# Funeral Coordinator

MINISTRY:  
Pastoral Care

## You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold CHCC's [Statement of Our Faith](#)

SUPERVISOR: Pastoral Events Administrator

POSITION TYPE: On Call, Non-exempt

HOURS PER WEEK: On - Call, Varies

EVENT RATE: \$250