

Board of Elders

Funeral Luncheon Team Coordinator

Mission Statement: The Trinity Evangelical 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 pastors and families to determine needs and desires for the funeral luncheon. The Coordinator makes the arrangements for food, servers, and set up and take down.

Qualifications:

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

Responsibilities:

1. Work with the Pastor(s) 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.
 - a. Order meat and bread and solicit church member donations OR
 - b. Make arrangements for catering at the request of the family.
3. Schedule servers.
4. Oversee set up and take down and kitchen help on the day of the event.
5. Meet, greet, express sympathy, and follow the direction of family members regarding when to begin serving.
6. Have food donors and workers sign in indicating whether they brought food or worked and present list to the family.
7. Receive any donations and submit to the Kitchen Fund Manager.
8. Submit expense receipts to the kitchen fund manager for reimbursement.
9. Contact the Kitchen Coordinator in regard to any repairs, concerns, or items that should be replaced in the kitchen.

Time Commitment:

- 10 hours per funeral
- 1-year commitment, renewable

Relationships: The Funeral Luncheon Coordinator works with the Pastor(s), grieving family, volunteer servers, food donors, set up and take down team, and the Kitchen Fund Manager and Kitchen Coordinator.

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