

Board of Elders

Funeral Luncheon Team Set Up and Take Down

Mission Statement: The Trinity Evangelical Lutheran Church Funeral Luncheon Committee 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 Set Up and Take Down team (two or three people per funeral) sets up tables and chairs for guests as well as serving tables. After the event, the team takes down the tables and chairs and vacuums the hall.

Qualifications:

- Active member of Trinity Evangelical Lutheran Church
- Physically able to move tables and chairs
- Willing and able to serve on short notice

Responsibilities:

1. Arrive a minimum of two hours before the funeral to set up tables and chairs for guests.
2. Set up serving tables.
3. Return promptly after the event and wipe off and take down tables and chairs and serving tables and neatly return them to the storage area.
4. Vacuum the carpet.

Time Commitment:

- 2 hours per funeral
- This is an at-will commitment, for as long as the team member wishes to participate.

Relationships: The Funeral Luncheon Set Up and Take Down team member works with the rest of the Set Up and Take Down team, the Funeral Luncheon Coordinator, and the Funeral Luncheon Servers.

Training: The Funeral Luncheon Set Up and Take Down team member will be trained by the other team members and by the Funeral Luncheon Coordinator.