



Prince of Peace
Lutheran Church
Burnsville, Minnesota
Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America. Prince of Peace's
Path: *Upward* with God. *Inward* through community. **Outward** for the world.
Plan: Planting Seeds. Growing. Bearing Fruit

Position Title	Funeral Coordinator, part-time
Team	Spiritual Effectiveness Team
Core Purpose	To walk through this difficult time with the family with compassion and love. To help them plan and implement a Christian funeral/memorial service to honor the memory of the loved one. To serve as a welcoming presence to family and guests
Responsibilities	<ul style="list-style-type: none"> ▪ Meet with the family prior to the funeral and facilitate a few discussions over the phone ▪ Implement logistics with Welcome Center Team Leader, Facilities, Pastor and Worship Director as Executive Assistant instructs. ▪ Assist funeral home ▪ Set up displays, guest book, and refreshments as needed. ▪ Plan and coordinate catered food event. ▪ Assist to needs of funeral party and guests during event ▪ Utilize Prince of Peace funeral guidelines to project manage events ▪ Time commitment is typically 8 hours per funeral; up to 3 hours prep, and approximately 4 hours on the Funeral day
Competencies Required	<ul style="list-style-type: none"> ▪ Strong organizational skills with ability to engage with the public ▪ Strong verbal communications skills, good written communication skills ▪ Grace and dignity with gifts of hospitality ▪ Ability to be flexible and multitask and to remain calm under pressure with good problem solving skills ▪ Attention to detail
Experience Required	<ul style="list-style-type: none"> ▪ 3 – 5 years previous hospitality, event planning or customer service experience preferred
Supervisory Responsibility	None

Updated: 11/30/11