

**St. Mary of the Lake
White Bear Lake, MN
Ministry Description**

Position Title: Funeral Liturgy Coordinator

Responsibilities:

- Call team members to assist
- Arrive at church approximately one hour before liturgy
- Assign duties to team members
- Meet with family members who are assisting during the liturgy: placing pall, readers, gift bearers, communion ministers, family reflection
- Coordinate with the funeral director about placing the pall and other details
- See that all liturgical preparations have been done according to the checklist at church
- Coordinate with the presider
- Assure that hospitality is provided and worship aids are distributed
- Prepare card to give to family
- See that all cleanup has been completed according to the checklist

Qualifications:

- Respectful of the grief process and comfortable being around those who are grieving
- Respectful of others and able to work with a team
- Able to give directions and train others in their responsibilities
- Good understanding of the flow of liturgy and comfortable with the coordinating role
- Common sense

Time Commitment:

- Approximately 2-1/2 to 3 hours, depending on the size of the funeral

Responsible To:

- Director of Outreach Ministries.