

Volunteer Job Description

MEMORIAL RECEPTION: Lead host

UUCPA Mission Statement:

We gather,
our different paths entwined,
to deepen our spiritual lives:
nourishing connection,
learning from each other,
caring for each other,
tending to our world.

Goals of this position:

- The goals of memorial services at UUCPA are to celebrate the sacredness of each life by honoring our departed; give comfort to those who are mourning them; and provide all of us assurance that our lives will one day be celebrated and honored.
- The goals of this position are to ease a particularly difficult moment in the lives of our members and their circles of family and friends; and to create a community of mutual trust and care.

Time requirements:

- Lead hosts are asked to serve in the rotation for three years. They will be asked to take the lead host role no more than three receptions per year (probably fewer) and to help with one additional service as Assistant. Most take place on Sunday afternoons.
- Memorial dates are unpredictable by their nature, but lead hosts will usually have four or more weeks' notice. Lead hosts work in a rotation and may negotiate among themselves to change order. Each memorial takes place at UUCPA and requires 1-3 hours of advance preparation and 3-4 hours on the day of the service.
- There is no barrier to the lead host's attending or participating in the service, though it may be advisable to leave it a few minutes early for last-minute preparations.

Statement of Accountability:

Memorial Reception Lead Hosts report to the Parish Minister, stay in mutual communication with the Parish Minister and the Administrative Assistant, and communicate promptly and compassionately with the mourners. They are also supported by and give support to the Caring Network, whose other members' tasks include visiting and calling people in times of need and coordinating meals and rides. They work on a rotation with the other hosts, of which there are a total of at least four. The Parish Minister and current Host(s) provide all necessary orientation, documents, and support.

Responsibilities:

- (a) Lead hosts connect with the family, in person or via phone, to discover their specific needs and answer questions (a checklist and detailed information will be provided)
- (b) The day of the service, with the help of the Memorial Reception Assistant, lead hosts make punch if requested, make coffee if requested, receive food deliveries, set up the reception space

attractively, and put out all necessary utensils and supplies (instructions provided)

(c) Immediately after the service, lead and assistant hosts and uncover food, serve punch, and keep the reception area tidy. About 45-60 minutes after the reception begins, they clean the reception area, put away unused food, and leave the kitchen clean.

(d) Lead hosts put the provided guest-book pages into book form using the materials provided, and present them to the mourners.

(e) All hosts are warm, compassionate, and supportive of the mourners in attendance.

Knowledge, Skills, and Abilities:

(a) Sensitivity and tact working with people in distress.

(b) Willingness and ability to work in a two-person team.

(c) Ability to graciously accept thanks and express sympathy.

(d) Simple but attractive presentation of food and preparation of drinks.

Benefits:

(a) Opportunity to be of profound service in someone's time of need, rather than feeling powerless to help.

(b) Direct access to Parish Minister for support and education in pastoral care.

(c) Opportunity to work with a friend or get to know someone new.

(d) Thanks in the printed order of service, and, frequently, gratitude expressed by the mourners.

To apply for this volunteer position: contact the Parish Minister.