



## **FUNERAL DIRECTOR**

### **Ministry Description:**

*To meet with the family of the deceased and gather the necessary details for the service. Then to coordinate with the Office Manager and Funeral Reception Coordinator to ensure the service is to the family's specifications.*

1. The Funeral Director will follow up with the family after the Sr. Pastor has met with them, and will gather all the details regarding the deceased and service
2. Provide details to the Office Manager and Funeral Reception Coordinator
3. Contact volunteers for:
  - Sound
  - Music
  - Video/Live Stream

### **On the day of the funeral:**

- a. Welcome funeral home team, and work with them on set up details
- b. Welcome family as they arrive
- c. Deliver flowers to Information Desk or give to funeral home team