

Memorial Coordinator/Liaison

Description of Tasks

It is the responsibility of the Memorial Coordinator/liaison to work with the church staff Memorial Coordinator in planning and carrying out memorial service receptions and to take over in her absence. If possible, you should plan to work and be present for the entire time frame from preparation through clean up.

Approximate Timing

If the staff person is available, she will do much of the advance work and you will follow her lead. These instructions are for those times you may need to take over.

In this case, the pastor or church secretary will notify you that a memorial service is planned. They will inform you if the family would like a reception and give you the date and time. Usually, the reception is held immediately after the service.

Making Arrangements (about 10 days prior to the service)

- 1) Call the family and introduce yourself, saying that you will be helping prepare for the service and reception. Here are some things to discuss:
 - a) Flowers – Encourage them to provide one larger piece for the communion table and a plant or smaller arrangement for the narthex table (guest book).
 - b) Guest book – Do they want to provide or from the church?
 - c) Photos or memorabilia – extra table or easel needed?
 - d) Music – contact the pastor or organist
 - e) Afternoon receptions usually include cookies, fruit and coffee, tea & punch.
 - f) Ask for an idea of the expected number of people.
 - g) Tell them when you will be there (one hour before) and when the church will be open.
- 2) Create a sign-up sheet for food and jobs for the reception. Email to the deacons and ask for a response. A sample follows.
- 3) Confirm the assignments with each deacon that volunteers.
- 4) The office will take care of the bulletin.

Day of Service and Reception

- 1) Post a copy of the sign-up sheet on the refrigerator in the kitchen.
- 2) Place a guestbook and pen in the narthex.
- 3) Set up the social hall for the reception. Diagrams of set up options are in a notebook in the office.
- 4) Make sure the glass doors are unlocked. (This is a safety/fire issue.)

Materials for Set-up

- 1) The Deacons' supplies, including guest books and napkins, are downstairs in room 1 in the cupboards marked Deacons.
- 2) Tablecloths for the rectangular tables are also in this cupboard. Round tablecloths are in the drawers in the kitchen under the locked P.W. cabinet.
- 3) The silver service is in the locked cupboard. Keys for this cupboard are in the office, number 19. Please lock the cupboard and return the keys after the service.

- 4) The rolling cart in the kitchen needs to be moved next to the trash container in the social hall for dirty dishes.

Procedures

Please refer to the task descriptions for each job. They will follow the sign-up sheet example.

Recommendations for the Coming Year

Work with the staff memorial coordinator as early in the year as practical in order to familiarize yourself with the location of materials and all responsibilities.

Tips and Tricks

Ask for help!