

Funeral Reception Team Member

MINISTRY JOB DESCRIPTION:

GOAL OF POSITION

The Reception Team Member assists with the delivery of a respectful and supportive reception following a funeral held at the church. Through this ministry, the members of the team embrace the vision of our being “sent into the world, rooted and grounded in love to serve all people with humility, compassion, and faithfulness.”

RESPONSIBLE TO

The team members are responsible to the Funeral Reception Ministry Team Leader and the Pastoral Board Co-Chairs.

JOB DESCRIPTION

Upon learning of the date and time of the funeral and reception, the team leader sends a text to the team members to ask for their availability to work at the reception. It is preferred that 2-3 team members work at each reception.

On the day of the reception, the assigned team members arrive an hour before the funeral to begin setting up the tables with white circular and oblong tablecloths (hanging in the storage closet) as well as food and beverage tables with plates, glasses, napkins, pitchers of requested beverages, or wine (if provided). Dishes and glassware are found in the kitchen cabinets and storage cabinets next to the kitchen. Approximately 10-15 before the funeral ends, the team members take the platters of food from the kitchen refrigerator and arrange them on the tables with serving utensils. The platters of food are re-filled or re-arranged as guests help themselves to food and more is needed. Empty dishes and glasses are collected and taken to the kitchen during and after the reception and washed in the kitchen dishwasher or the dishwasher in the small kitchen off the parlor. Clean dishes are put away in the cupboards and tablecloths are gathered in the white laundry baskets (baskets are marked “funeral reception”). One of the members of the Reception Team takes the tablecloths home to launder and will return them to the kitchen clean and folded (or hung on the hangers) to be hung in the storage room. At the end of the reception, the Reception Team packages up any remaining food for the family to take home or refrigerate for consumption by the Redeemer staff during the week. The Health Dept. does not allow donations of uneaten reception food to be provided to food banks.

Members of the team are provided with a checklist of the details of the decisions made for the reception by the team leader.

TIME REQUIRED

Funerals and funeral receptions are not events that are on a schedule and may be held in the mornings or afternoons on weekends or weekdays. Sometimes there is less than a 2-week notification of a request for a reception. Regarding frequency, sometimes there are several months without a request. Funeral receptions may be spread out throughout the year, however, in 2021 we had a weekend where 3 funerals and receptions were held within 2 days (one on a Friday, one on a Saturday morning, and one on a Saturday afternoon).

Team members are expected to arrive 1 hour before the funeral to set up and clean-up is typically accomplished within 1-2 hours after the reception ends. Total time is approximately 4 hours per funeral event.

LENGTH OF COMMITMENT

An indefinite length of service on the team is required. As long as the team members feel this ministry is meaningful to him/her, they can continue from year to year and can resign at any time. It is preferable that the team leader be notified when a team member no longer wants to serve on the ministry or if there are restrictions as to when they are available to serve (such as going on a vacation or not being available on weekends, mornings, etc.).

TRAINING PROVIDED

Training is provided by shadowing other team members at a funeral reception to see how it is done. There is no “right way” or “wrong way” to set up and help serve at the reception, but shadowing for a reception or two is usually sufficient to learn the flow and what works best. Recruitment of new team members is encouraged (a team of 5-6 would be ideal) as long as before accepting to be on the team they realize that requests for receptions are on an as-needed basis and may be on weekdays or weekends. Usually, 2-3 are scheduled to work at each reception.

QUALIFICATIONS AND SPECIAL SKILLS

It is suggested that those working at a reception wear comfortable shoes since there is a lot of standing and walking before, during, and after the reception. It is necessary that those who work are able to reach and position tablecloths and reach and carry dishes and glassware, typically under 10 pounds

BENEFITS TO THIS POSITION

Team members obtain satisfaction from helping to provide a meaningful and caring reception for the family and guests who attend including making connections and deeper relationships with others on the team.