



FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

Job Description for Bereavement

Connecting, Teaching, Living – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

Volunteer Job Title: Bereavement Committee leader/volunteer
Reports to: Congregational Cares and Concerns Chairperson
Length of commitment: Two years
Schedule: This committee does not have a set time to meet.

Purpose: This committee lives out their faith by serving to organize and help families in times of death.

Job Duties:

- Pray for our church family and those families and friends that have experienced the death of a loved one.
- Obtain the contact person’s name and information from the church office to contact the family to see what the church can offer them in their time of grief.
- See if they are in need of a meal to be brought to their home prior to the funeral.
- If the deceased, spouse or surviving family member, has been an active member in a Sunday school class, Choir, Emmaus, etc. we call upon that ministry to help in the provision of food and services.
 - Encourage finger foods for any receptions at the church.
 - If the family wants a private “sit down” dinner before or after the service ask your food providers to bring in prepared dishes of vegetables, fruits, salads, bread, dessert, etc. The church will provide the meat dish. Check with the family to see what meat they prefer.
 - Sometimes the family prefers to have the meal in their home. If that is the case, have the people providing the food to deliver to the church. Purchase the meat (provided by the church). Then deliver it to family in one trip.
 - If the family wants food brought to their home for people coming in beforehand, just contact some people to provide that. If that is all they ask for, and are not having a meal or reception, you could go to Publix or Winn Dixie and pick up food from the deli, etc for a meal.

- Sunday school classes ministries that help:
 - Malcolm Hayles
 - Covenant
 - Faith Followers
 - Hearts, Minds and Spirit
 - Women of Faith
 - Mixed Nuts
 - Searchers
 - Cross Roads/Foundations
 - That the World May Know
 - Choir
 - Emmaus
- Reception at the church
 - See if they are in need of the reception to be held at the church or just a private meal after the service.
 - It is customary for the church to host a meal/reception after the funeral service in the Fellowship Hall.
 - Discuss with the custodian prior to the day of the service how you want the Fellowship Hall set up for the day of the funeral.
 - Contact your servers prior to the day of the funeral and tell them the time to be at the church.
 - Contact the persons, group, ministry area who are providing the meal to communicate the time to have the food delivered prior to the service.
 - Place tables in a cross, or x, configuration for easy access to the food during the reception.
 - Obtain the table clothes from the Fellowship Hall closet to prepare the tables.
 - Purchase cut flowers to make arrangements for a centerpiece.
 - Re-plate the food as needed using dishes from the closet in the kitchen. Place doilies on the serving plates as needed.
 - Make the tea, coffee, water, punch or whatever beverages are needed.
 - Place food on the tables just before the reception and replenish as needed.
 - Put out napkins, plates, cups, flatware and utensils as needed.
 - Afterward, if there is any food left over, ask the family if you prepare it for them to take home.
 - Any food that is not taken by the family, appropriately store in the kitchen and contact the various ministries, children, youth, etc. to see if they want it.
 - If reception is on a Saturday it need to be reset for Sunday morning church.
 - Contact the church custodian for help.
 - Doug Wagner and Mike Sorrells also expressed interest in helping.
 - Turn in any receipts to the business administrator for expenses incurred for this event.
- Check with the office to schedule the space needed for the reception, pre-service meeting, etc.
- On the day of the funeral, make sure the meeting rooms are set up and clean for the family and guests.
 - Water, ice and cups
 - Tissues
- Check to see if the funeral home has supplied the sign in book for the Narthex.
- Wash, iron and return the table cloths to the closet.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!