

Lead Funeral Volunteer(s)
Shepherd of the Valley Lutheran Church
Volunteer Opportunity

Ministry: Care Ministries

Staff Leader (s): Jill Johnson; Pastors

Time Commitment:

Lead Volunteer: 1-2 hours per funeral making calls and approximately 4 hours for Funerals
Funeral Volunteers: 2-4 hour shifts for Funerals

Duration of Commitment: Rotating schedule as available. (i.e. available summer only or winter only)
Ideal preference is to make an annual commitment.

Vision: Shepherd of the Valley (SOTV) will reach out to the world so that more and more people will experience the welcome, transformation, and sending of Jesus Christ.

Purpose: SOTV will be a community of invitation and welcome so that more people will experience Jesus. This role will seek to accomplish this initiative through all aspects of ministry in and out of SOTV. Priorities focus on excellence in hospitality and welcome.

Qualifications:

- Weekday and Weekend Availability
- Have a heart for ministry and supporting people in a time of mourning
- Sensitivity to emotional and family dynamics
- Demonstrated communication skills
- Demonstrated understanding of confidentiality
- Ability to provide customer service and hospitality
- Demonstrated organizational skills
- Familiarity with Basic Microsoft Applications/Word, Excel, Outlook
- Ability to work independently

Responsibilities:

I. Administration & Volunteer Support

- A. Collaborate with staff to recruit and retain volunteers
- B. Train Volunteers
 - i. Safety & sanitation
 - ii. Set-up & clean-up
- C. Maintain Volunteer records of availability
 - i. Availability & Shifts
 - ii. Roles (i.e. dishwashers, equipment, coffee machines, etc.)
- D. Communicate with appropriate staff
 - i. Administrative Care Ministry Contact
 - a. Confirm expected attendance count
 - b. Confirm meal requests
 - ii. Kitchen ministries
 - a. Safety & sanitation training (Train the Trainer)
 - b. Back-up food orders if appropriate
- E. Staff
 - i. Facilities
 - ii. Worship Assistant
 - iii. Pastors
- F. Volunteer Communication

II. Scheduling Volunteers

- A. Determine number of volunteers required for each shift
 - 3 Shifts: Typical Funeral 11am
 - 9:30-11:30am Set-up; Food prep; tables, coffee, lemon aide
 - 11:30am – 1:30 pm Servers
 - 12:30 – End Clean-up