

Funeral Coordinator: All Saints, Blessed Sacrament, and Mater Christi in Albany

Location:

- All Saints parish, Blessed Sacrament Parish, and Mater Christi Parish

Address:

- All Saints- 16 Homestead St, Albany, NY12203
- Blessed Sacrament- 607 Central Ave, Albany, NY 12206
- Mater Christi- 40 Hopewell St, Albany, NY 12208

Reports to:

- Pastor/Parochial Vicar(s)/Business Manager(s)

Summary:

The Funeral Coordinator serves as the primary liaison between the parish, funeral home, and families experiencing the loss of a loved one. This individual coordinates all aspects of funeral preparation and liturgy, ensuring compassionate, efficient, and pastorally sensitive support per the rites and teachings of the Catholic Church. The Funeral Coordinator works closely with the clergy, funeral homes, bereavement ministers, and parish staff to facilitate reverent and well-organized funeral liturgies across the parish network.

Functions/Responsibilities:

- Primary Contact with Funeral Home:
 - Act as the first point of contact with funeral homes to schedule funeral liturgies, gather necessary information, and communicate parish policies and expectations.
- Scheduling:
 - Coordinate the availability of priests, churches, and bereavement ministers to schedule funerals appropriately within the parish network.
- Family Meetings and Liturgical Planning:
 - Coordinate and/or personally meet with the bereaved family to guide them through the selection of scripture readings, music, and other liturgical elements of the funeral mass liturgy.
- Bereavement Team Collaboration:
 - Coordinate with trained bereavement team members to support and assist families during the planning process and ensure follow-up care as needed.
- Liturgical Document Preparation:

- Prepare and print all necessary liturgical materials for the funeral, including scripture readings, music selections, and the Prayer of the Faithful, ensuring accuracy and reverence.
- Sacrament Record Keeping:
 - Record the funeral in the parish sacramental register, including all the clergy who presided or assisted, and maintain accurate documentation for future reference.
- Post-Funeral Follow-up:
 - Coordinate the sending of condolence cards to the family on behalf of the parish. Where applicable, collaborate with the bereavement ministry or parish office for personalized follow-up.

Minimum Requirements:

- Practicing Catholic in good standing with a strong understanding of Catholic funeral rites and liturgical practices.
- Strong interpersonal and communication skills.
- Highly organized and detail oriented.
- Proficient with computer programs (such as Microsoft Office, Google docs)
- Ability to maintain confidentiality and handle sensitive situations with compassion.
- Willingness to work flexible hours, including availability on short notice depending on funeral scheduling needs (may be needed for occasional nights and weekends)
- Previous experience in parish ministry, pastoral care, bereavement ministry, or related field.
- Familiarity with Catholic liturgical planning tools and music resources.
- Travel between multiple parish sites within the network.
- High school diploma or GED.

Additional Information:

- Part-Time position
- Salary Range: \$18-20
- Resumes should be sent to blessedsacramentalb@gmail.com