

## ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

**Service Opportunity Name/Title:** Reception Coordinator

**Service Opportunity Brief Description:**

The Reception Coordinator directs and supports reception volunteers to prepare for and perform the requirements needed to serve a reception following memorial services for our members, and on rare occasions, for receptions needed for other special occasions.

**Service Opportunity Detailed Description:**

Two or three Reception Coordinators take turns coordinating with the family, the minister, and the church administrator to plan a memorial reception. They meet with family and minister to review requests for reception. They make sure that a notice is included in the church bulletin and the order of service regarding the date, time and food needs for the reception. They keep track of supplies (napkins, candles, clean table cloths, punch supplies, etc.) and purchase as needed, to be reimbursed from reception funds. The coordinator arranges for volunteers to set up Channing Hall, prepare and serve food, and clean up after reception. (We often have a paid kitchen staff for dishes and cleanup.)

**Length of Service Commitment:** 2 years

**This opportunity will enable you to** get to know people you might not encounter during your other church activities. The opportunity is very hands on and allows for conversation with the team, while doing the preparation leads to a pleasant experience. The outcome of this work is the support of the family and friends of the deceased.

**Skills Needed:**

Ability to organize and direct a group of eager and committed volunteers and to assure there is enough food for the reception.

**Training, assistance, and safety requirements:**

The current reception coordinators will provide all needed direction and support.

**Number of positions available:** 2

Key words: