

**Church Coordinator-** The Church Coordinator assists with all phases of the funeral and/or memorial services. He/she works closely with the Family Liaison Officer (FLO) to ensure that the needs and desires of the family are being met, Duties include:

1. Working with the Funeral Home Director to ensure that the family is taken care of appropriately in the planning of the funeral.
2. Determine whether department vehicles will be used as a funeral coach, family transportation, and for the processional.
3. Coordinate with the Honor Guard.
4. Obtaining and delivering to the Funeral Home Director burial clothing from the family or from the department.
5. Coordinates any formal walk-through of uniformed personnel during the period of viewing.
6. Assists in coordinating the funeral services such as prayers, readings, music and eulogies.
7. Assists with arrival and seating of fire department members, visiting departments, dignitaries, friends, and family.