

Unitarian Universalist Church of Davis
CELEBRATION OF LIFE TEAM CHARGE
Adopted by the Board of Trustees on November 14, 2016

Purpose

The Celebration of Life Team helps to coordinate and support a meaningful remembrance of the decedent for church members, immediate family of members, and pledging friends.

Responsibilities of Chair and Co-Chairs

- Serve as contact point with the minister, office staff, Facilities Manager, and families.
- Meet with the family to learn their thoughts or plans for a reception following the memorial service.
- Provide suggestions and advice on facilities, local resources, and assistance available to the family to create a remembrance tailored to the family's wishes.
- Assume a lead role in contacting Team Volunteers, setting up, and communicating duties and schedules.
- Serve as Team Leaders at the service and reception to oversee and assist Team Volunteers and be available to assist family as the situation requires.

Responsibilities of Team Volunteers

- Assist in arrangement of tables and chairs for use during the service and/or reception.
- Arrange food and other items to be used during the service and/or reception.
- Assist with directing traffic and parking for large services.
- Facilitate movement and seating of guests and oversee provision of refreshments during the reception.
- Clean and restore kitchen surfaces, tabletops, and food service areas to make them ready for normal use.

Shared Responsibility for Rental Contract

- Minister: Meet with the family first to complete the service portions of the rental agreement.
- Celebration of Life Team Chairs: Meet with the family to complete the the reception portion of the agreement.
- Facilities Manager: Review the contract and calculate labor and overall costs.

Responsibility for Food and Refreshments

- The Celebration of Life Team is responsible for providing *simple* refreshments only.
- Team members may be asked to purchase cookies, coffee, juice, or paper goods for receptions, with reimbursement of these costs from the Celebration of Life budget. (A voluntary donation to the Celebration of Life Team is included in the rental contract.)

Responsibility for Set-Up, Set-Back, and Cleaning

Team members are not responsible for heavy lifting or cleaning. The Facilities Manager handles setup, set-back, and heavy cleaning (vacuuming, etc.).

Special Qualities or Skills Needed By Team Members

Chair and Co-Chairs need the ability to:

- Communicate clearly in a variety of formats including email and meetings.
- Coordinate with each other and with Team Volunteers to assure leadership at all services and smooth facilitation of communication.
- Show flexibility, empathy, and ability to advise and coordinate with others.

Team Volunteers need the ability to:

- Use email for notification, volunteer commitments, and communication.
- Be available to serve two to three hours.
- Have a sense of traffic patterns and furniture arrangements that facilitate movement and conversation during receptions to direct set-up of tables and chairs.
- Be comfortable with greeting people and assisting them in seating as necessary.
- Be aware of problematic situations and address or advise the Team Coordinator.

Number of Members Needed

1 Chair and 1-2 Co-Chairs, who serve as Team Leaders, plus a minimum of 8 additional Team Volunteers.

Terms of Office

Chair and Co-Chairs: 3-year terms, staggered to provide a combination of experience and new perspectives. After completing a 3-year term, the Chair must take a break in service of at least one year. Team Volunteers: welcome to serve indefinitely.

Membership Selection Process

Chairs and Co-Chairs will be recruited in consultation with the ministers. Team Volunteers will be recruited by current Team members and by solicitations for volunteers.