

**MOUNT CARMEL BAPTIST CHURCH
POSITION DESCRIPTION
CHURCH OFFICE**

Job Title: Triumph Service Representative	Position Number: 0015
Supervisor: Pastor	Full-Time: Part-Time: x
Hours: As Needed	Salary: To Be Determined

Job Duties:

1. Receives and monitors communication from the Church Office regarding the death of a member of the church or a family desiring a funeral at Mount Carmel
2. Establishes contact with the family member contact person (Note: The family selects one contact to interact with the Triumph Representative).
3. Ensures that the family has a copy and reviews the Mount Carmel Funeral Policy
4. Completes the Funeral Information Record and submits to the Church Office.
5. Arranges the time and place when the final funeral arrangements are made.
6. Transmits and Interacts with the printer regarding the final program.
7. Prepares the Church Resolution to read along with other selected cards and resolutions during the funeral service.
8. Serves as the official church contact for the funeral director and other participating organizations and/or applicable designees.
9. Must arrive the day of service prior to the arrival of the funeral director.
10. Communicates with the Culinary Ministry for family's desire to have a repast.

Qualifications:

1. Maintains confidentiality
2. High School Graduate or Equivalent
3. Working knowledge of Scripture
4. Exceptional interpersonal skills and communication skills.
5. Highly organized and methodical
6. Can work independently with a minimum of supervision
7. Demonstrated experience with the Microsoft suite of office products
8. Possesses driver license and car (Optional)

***Proper Credentials Must Be Provided Prior to Start Date
Mandatory Background Checks Required
Mount Carmel Baptist Church is an Equal Opportunity Employer***

Click here to download and print application