

FLOWER DELIVERY COORDINATOR

OVERVIEW

The Flower Delivery Coordinator(s) supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by helping coordinate flower deliveries at special times, such as Easter and Christmas, to those who are elderly, alone, bereaved, or in need of special support.

RESPONSIBILITIES

Coordinate ordering and delivery of flowers to church with staff and flower guild – to be done in October for the December poinsettias and in February for Easter lilies.

- Work with staff to recruit volunteers to deliver flowers.
- Organize flower delivery pickup.
- Coordinate delivery to church with staff and sextons (arrange when and where to set up for pickup).
- Coordinate process and pickup instructions with staff.
- Coordinate pickup and delivery day(s) with staff and delivery volunteers, making sure all flowers get picked up at the church and delivered to a church member.

RELATIONSHIPS

- The Flower Delivery Coordinator(s) works together with the Director of Pastoral Care and the Director of Lay Ministry Engagement to coordinate ordering, delivery, and disbursement of flowers.
- The Coordinator(s) will help recruit volunteers to pick up and delivery flowers from church.

TIME COMMITMENT

Maximum of 8 – 10 hours twice a year (before Easter and Christmas)

SKILLS AND INTERESTS

Organization; coordination; recruiting volunteers; logistics; collaboration with staff

RESOURCES AND TRAINING

Pastoral Care and Lay Ministry staff will serve as a resource for the flower delivery coordinator(s).

Curious? Interested in this ministry?

Contact Martha Rodes, Director of Lay Ministry Engagement, at martha.ropes@stgeorgesnashville.org or Robin Puryear, Director of Pastoral Care at robin.puryear@stgeorgesnashville.org.