

FUNERAL RECEPTION TASK LIST

NOTIFICATION PROCESS

- The Rector or other parish clergy notifies the Coordinator when a funeral is scheduled. Usually they are on a weekday.
- Coordinator notifies Gerry Vannice to call volunteers to work.
- Six to seven volunteers are needed to assist. A list of people who are willing to help is kept by the Coordinator and Gerry Vannice. Another is kept on file in the church office. Two of these helpers will be scheduled to come in later and clean up.

EARLY PREP

- The Coordinator checks for supplies when a funeral is scheduled.
 - Supplies are kept in both the “Wedding Closet” in the hall between the kitchen and pantry and the “Wedding Cupboard” (or sideboard), in the Parish Hall. The Coordinator and Thea Sanchez each have a key to the “Wedding Closet” and one is kept in the office. The key to the “Wedding Cupboard” is kept in the Closet.
 - The following can be found in the “Wedding Closet:” Doilies, trays, extra coffee, tea, nuts, some wedding supplies, special aprons, tiered tray, plate holders, deviled egg tray, paper napkins and candles.
 - The following can be found in the “Wedding Cupboard:” Coffee/tea service, punchbowl, dishes and silver are kept in the buffet shelves. Glass bowls, candle holders, silver and cloth napkins.
 - Linen tablecloths are on hangers in the Nativity Hall: at the far end, on the left, near the stairs). They are laundered and pressed by the funeral volunteers after they are used.
- Coordinator or designated “Supply Person” purchases paper lace doilies, colored paper napkins and candles at the Outlet Mall periodically and tries to keep a supply on hand in that way. Both round and rectangular doilies are used.
- Coordinator or designated “Supply Person” purchases a bag of crushed ice closer to the time of the funeral to use in the punch and ice water.
- The family is consulted regarding details of the reception including food choices.
- Coordinator has a list of people who can be called upon to provide food. (There is usually some food in the freezer in marked packages and it can be used to fill in.)
- In addition, on the day of the funeral the Coordinator purchases
 - One veggie tray and one fruit tray at Costco.
 - Supplies for the drinks as needed. (Drinks served are punch, coffee and tea. Punch recipes in separate file in this Ministry Development folder.)
 - (She keeps the receipt and submits it to the office for reimbursement.)

SET-UP

- Generally, it takes an hour to set up. Current volunteers are experienced and able to go ahead on their own if necessary. If volunteers want to attend the funeral service, they are scheduled so that everything is ready to go by the time they leave to attend.
- Place two tables end-to-end down the middle of the room (Parish Hall)

- Decorate tables with
 - Tablecloths (cloth – which may be found hanging in the Nativity Hall: at the far end, on the left, near the stairs)
 - Candles (Silver candlesticks are stored in the “Wedding Cupboard;” white candles can be found in the “Wedding Closet” if needed. See note below for details about these two storage areas.)
 - Flowers or other seasonal decorations, perhaps including colorful candles.
- Set up a busing station in the Parish Hall, just outside (and to the left of) the kitchen doors. Use a rolling cart with a tub on each level for dishes and a large plastic container half full of soapy water for silverware at one end of the top level of the cart.
- Make the punch base.
- Place the punch bowl and cups on the table next to the doors to the kitchen (The punch cups are located in the kitchen, in the cupboards above the pass-through opening. One punch bowl is located in the “Wedding Cupboard,” but others are located in the lower cupboard, directly to the left of the door leading to the kitchen from the hallway.)
- Place a couple of pitchers of ice water with a few glasses on the table where the punch will be served (for people who prefer drinking ice water).
- Put coffee cups on the top of the “Wedding Cupboard” (next to the table where the punch bowl and cups will be)
- Put tea bags, cream, sugar, sweetener and spoons next to cups on the “Wedding Cupboard”
- Put napkins and plates at each end of the double long table in the middle of the room.

*** Please Note:* There are both a “Wedding Cupboard” (as described) and a “Wedding Closet” (in the hall, near the kitchen). For your information, the “Wedding Cupboard” contains the china, silver, napkins, silverware, candlesticks, silver sugar and creamer set, silver trivets to set hot dishes on the buffet tables, and similar items. The “Wedding Closet” contains plastic rectangular serving trays, doilies for serving food, candles, and a few other items. The key for the “Wedding Cupboard” is located on a hook in the “Wedding Closet” (on a long ribbon).

SERVING

- Food
 - Place food on plates in preparation to placing them on the long double table. (Doilies for the plates/food are stored in the “Wedding Closet.”)
 - Distribute plates of food on the double long table, intermingling plates of sweets with plates of fruit and/or savory (e.g. cheese and crackers, nuts, etc.)
 - Replenish as needed
- Prepare coffee and hot water (for tea)
- Make and serve Punch
 - Put recommended amount of punch base in punch bowl
 - Add “fizzy” (e.g. gingerale, club soda)
 - Replenish as needed
 - Fill punch cups for people (This is the one actual “serving” task.)
 - *Note that “fizzy” is added just before the punch is served.*

CLEAN-UP

- Turn on dishwasher early (so it will be hot when needed)
- Follow directions for washing dishes posted in the kitchen
- Empty and wash coffee urns
- Remove tablecloths and either take them home and wash and iron them or arrange for someone to do this.
- Wipe off the top of the “Wedding Cupboard” and the table next to it, as well as the counters in the kitchen
- If there is food left over
 - Wrap and freeze leftovers that will survive freezing (and mark “For Funerals”)
 - Dispose of others