

RECEPTIONS FOR MEMORIAL/FUNERAL SERVICES

Notification of a death and pending service/reception normally comes from the minister.

The first important step is to check and see if a circle is involved. If so, make contact with the chair of the circle so that they can assist.

The family needs to be asked if they would like:

1. A meal for the family brought to the home. The circle will do this if one is involved. If not, we organize it using the list of helpers.
2. They may choose, instead of home, to have the meal for the family served at church. This is also organized by the circle, with assistance from us and may be served before the service. It does not take the amount of time that many people think for this to happen, so be mindful of that. Depending on the family, numbers can be an issue, and we usually try to politely stress immediate family. 20-25 is a large as we normally find ourselves dealing with.
3. At times, families pick a time that puts us ending at what would be considered lunch time, and we do offer to do finger sandwiches, and veggie tray along with our usual if that replaces the family luncheon.
4. Our usual reception follows the service and we serve homemade cookies, fresh fruit, punch, water, and if it is cold, coffee.

RECEPTION SUPPLIES

1. Cups, plates, napkins, extra ginger ale, doilies, and a box of small picture holders are all in the second large closet on the left in the old kitchen.
2. The round tablecloths are in the closet on the right in the old kitchen.
3. The punch bowl is in the cupboard on the right in the parlor, the matching glass trays in the bottom of the cupboard by the refrigerator.
4. The rectangular tablecloths are on the shelf above the punch bowl. 2 for the smaller tables that reside in Westminster and 2 for the regular size. If you need the 4 matching ones for a luncheon in Westminster or the 2, long rectangle to the floor ones for very nice receptions, they are in the high cupboards and require a ladder. It was the only place people would not use them and we could keep them safe and clean! Do not share this info or you will find them used and dirty someday when you need them!! We also have 3 floor length round ones for nice receptions and they live with the choir robes.
5. We have toothpicks (for fruit) and glass holders for all types of sugar packets in the cupboard where the sugar and creamers are kept. Also, in the drawer below, we have framed "sweet", "unsweet" signs to use with iced tea for luncheons.

PUNCH RECIPE

We try to make an ice ring with the punch juice and have it ready for the reception.

Our usual recipe for the punch bowl is:

1. One qt. carton of Dole pineapple/orange juice drink. (located with the cartons of all those refrigerated juice drinks in the dairy in the store). Minute Maid makes one also but not as good.
2. We add orange/pineapple frozen juice but cannot find the combined now so @a third of a container of each per bowl. We take some out and return the rest to the freezer. Walmart is the only place I can find the frozen pineapple juice.
3. Ginger ale to fill bowl.

We then make up extra and put in the pitchers to refill the bowl. This is not an exact recipe and people seem to like it however the amount of each ingredient may change! We keep the emptied cartons and freeze what is left.

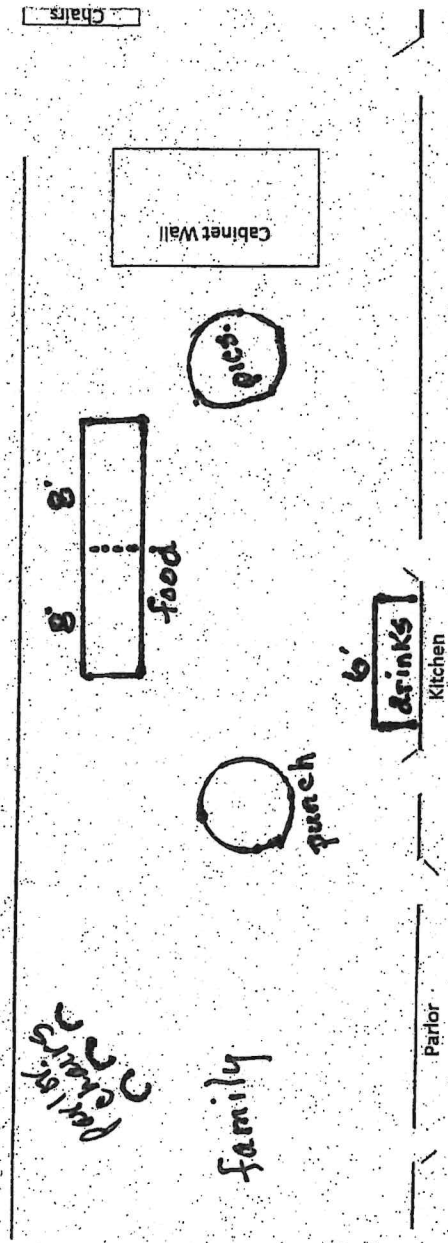
RECEPTIONS – SETUP

The reception is usually set up in Fellowship Hall. A diagram is attached. Be sure the guest registry is brought to the reception so all may sign it.

We always ask the family if they would like to include pictures for this. It usually works out better if they allow us to do it if it only involves one round table. They sometimes come with all sorts of objects and the piano is useful for many of those. Posters and such can be pinned to the closet doors. A large portrait can now be displayed on our lovely new table!

If it for 40 people or less, we frequently hold it in Westminster. We put the TV carts in the library, and bring in round tables, putting the extra rectangular ones out of sight along with the extra folding chairs (library works for this too). We display any pictures they bring on the piano. It is more work but it so much nicer than having a few people in Fellowship Hall.

If the family is moving from the reception to someone's home, we always offer extra cookies, etc. to them.



In setting up Fellowship Hall we normally use 2 8ft. tables, 1 6ft. table (from Westminster), around table for Punch, and a round table for pictures if needed. We usually put some of the arm chairs from the parlor out for older guests. It is very important for the minister to draw the family to the far end of the room, outside the Parlor, in order to be able to get all into Fellowship Hall.

FUNERAL RECEPTION INFORMATION

All information concerning service – time, place, reception, meal will come from the minister.

The family may wish to talk to us too, or we may have questions for them after we hear from the minister.

If a circle is involved, make sure that chair has been contacted.

If the person is not in a circle, or the circle is inactive, this committee will also need to plan a meal if that is requested. The family can choose one brought to the home or one served in Westminster. It is for immediate family and usually numbers 15-25. Special circumstances need to be discussed with the minister. Usually, it is served before the service if it is at church, but that choice is the family's. There is a list of people that will help with food.

We encourage all families to bring pictures that we display in Fellowship Hall. We have frames to use in the old kitchen with our supplies. If they wish to do video, they work on that through the office. It is above our pay grade!

It has fallen on this group to also keep up with things like the book guests sign, flower cards. Someone also needs to check on flower placement in the church. Some funeral homes do a great job, but others have no idea of custom and appropriateness.

The ushers are asked to bring flowers to Fellowship Hall after the service for our use. We also keep an eye on any that are sent to the church and use them if we can. If no flowers are placed in the church by the family we just bring what we have or ones used at church. We do not buy flowers to use at the reception.

The setup for Fellowship Hall is done by us. It does not involve much, but does include checking on the Parlor, setting the temp. in there, showing them where there are extra chairs if they need them. We also place some of the armed chairs in Fellowship Hall, once the family leaves for the service, for those who cannot stand to have for their use.

It is usually necessary for one of us to direct the minister to bring the family past the punch bowl into that far area of Fellowship Hall. We try to not do a line, but they just happen. If it is a large gathering, someone will need to go and request that people avail themselves of cookies and punch before they try to talk with the family. Also, you can ask the family to circulate among those gathered.

When we start to clean up we always ask the family if they would like to take some cookies and/or fruit home with them.

FUNERAL RECEPTION SUPPLIES

Paper Supplies

These supplies are located in the old kitchen. Our location is center left and the shelf is marked. We keep plastic cups, plates, napkins, extra ginger ale, box of doilies, and the box of picture frames on this shelf.

Tablecloths

The round tablecloths are in the closet in the old kitchen. We use round tables for the punch and the pictures. They may also be used for the luncheon if that table size works better for the size of the group. We launder all these after the funeral.

The rectangle cloths are on shelves in the Parlor. They had to be placed there because of careless use for other events. These cloths were purchased with personal money and are for use for funerals and funeral luncheons. It is the only way we could keep track of them and be sure they were clean! They are on the shelves on the right above the punch bowls. The first shelf contains two longer cloths which we use on the big tables the food goes on. There are two smaller, matching ones for the shorter tables, one of which we use for water and sometimes coffee. On the higher shelf are four cloths with a larger block pattern. They are to use for the luncheon in Westminster and fit the longer tables.

For general information, but never used in funerals, the antique cloths that are used for receptions honoring years of service, retirement, etc., are in the small cupboard at the very top of the built-ins and require a ladder. Also placed there because of misuse and put up dirty!

Trays

The glass trays are in the lower kitchen cupboard and we have 5/6 that all match. In the cupboard above are the glass holders for sugar and toothpicks and holders for fruit. The punch ladle is there with the trays. The very nice silver one is in the cupboard on the left in the parlor.

Wastebaskets

These are in the locked pantry right inside the door. The plastic liner is needed because of "left-over" punch spills. They are used because they are a much nicer look than the garbage cans!!

FUNERAL RECEPTION FOOD

Punch

We serve punch made with an orange/pineapple carton fruit punch mixed with ginger ale. It is a one to one ratio using the large bottles of ginger ale.

We always serve water too.

If it is cold we will make coffee, but have few takers.

Cookies are made by members on the included list. Someone needs to make calls and they usually bring @ 4 doz. They bring them to church and put them in the kitchen. We usually put out three trays and replace as needed. Leftover cookies may be frozen.

Fruit is purchased by us, cut up and put out on the matching glass tray. We only put out one tray at a time unless it is a very large reception.

Under special circumstances, especially time based, we have done little finger sandwiches, but that is unusual.

All receipts need to be turned in for reimbursement from the CC budget.