

Organizing a Funeral Meal

1. Funeral Meal Organizer: _____

Before you begin organizing, Make sure to check the church's website to look at the list of previous meal helpers so rotation can occur. It is under Ministries and is named **Funeral Meal/Reception Log Book. If you need help, please see Paige or Vicki.**

Name of the family: _____

Number of family attending meal: _____

Time and date: _____ Place: _____

2. If the family desires the meal to be served at home, ask if they would like it to be served or dropped off. If the family wants it served, ask someone to assist to help serve and clean up. Be sure to take paper plates and napkins. If the family prefers the meal to be served at church, ask at least three or more people to help serve and clean up.

Servers

Clean Up

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

3. Call church members to make a dish for the meal. Ask for large dishes that will serve about 10 people. Record the names of people below and what type of dish they brought.

Casserole/Meat Dish

Potato/Rice

Vegetable

- | | | |
|----|----|----|
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |

- | | | |
|----|----|----|
| 4. | 4. | 4. |
| 5. | 5. | 5. |

- | Salad | Bread | Dessert |
|-------|-------|---------|
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |

4. Appoint someone to set up the tables for the meal. We have linen tablecloths for the round and long tables. It is better to have the silverware and napkins already set up at the tables. If paper is used, check the storage closet in advance to ensure enough is present. Remember, the tablecloths need to be laundered and then returned following each use. They are stored in the cabinets in Fellowship Hall.

- | Set Up | Launder Table Cloths |
|--------|----------------------|
| 1. | 1. |
| 2. | 2. |

5. Maintain a list of people and the food they brought to give to the family. A sympathy card is nice to use for this and works well.
6. Heat the warmer oven to 250 degrees or so to keep the food hot as it arrives.

7. Make coffee, tea and water pitchers for the tables. Directions for making the coffee are on the wall by the coffee maker.