

## Highview Christiania Lutheran Church

### WELCA Funeral Guidelines

As part of our stewardship, WELCA will serve at the funerals in our church. Highview WELCA will be glad to serve ham sandwiches, potato chips, pickles, lemonade, coffee and cookies. A donation to cover the costs of these items will be gratefully accepted. The actual cost averages:

**\$4.00 Member**

**\$5.00 Non-member**

If the family wants additional items served, it is their responsibility to purchase items and deliver them to the church prior to the funeral. WELCA will be happy to serve what the family desires. All women of the church may be asked to help with food preparation and/or serve when the need arises.

### COORDINATOR RESPONSIBILITIES

WELCA has funeral coordinators who volunteer to help facilitate the funeral arrangements. The coordinators are free to determine how they will work as a team to make sure all funeral lunches are adequately staffed. They are responsible for organizing the purchase and donation of food needed, organizing people for the work schedule and being available for any questions that may arise. The coordinators are also responsible for dining room set-up, food preparation, serving and making sure all items have been properly put away and all leftover food distributed or disposed of after the lunch.

#### 2017 Funeral Coordinators:

Gretchen Paulson 952.461.2635

Gerry Schmidt 952.461.352

Judy Tupy 952.461.2262

Amy Tonsager 952.469.1239

Bev Swanson 952.469.4343

Marilyn Suter 651-460-4236

## Funeral Guidelines

Highview Christiania Lutheran Church WELCA (as a service to our congregation) will serve a lunch after a funeral service. This is a responsibility to be shared by all members of the congregation.

The church will provide: ham and turkey sandwiches, potato chips, pickles, coffee, lemonade and cookies. One of the funeral coordinators will be contacted with information on date, time and estimated size of the funeral. The family may decide to have a more extensive menu which they will have to provide. One of the coordinators will be responsible for ordering and purchasing food supplies needed for serving (the cost will be reimbursed by the WELCA Treasurer). Highview WELCA does have an account at **Lakeville Cub Foods (952.469.8400)**. The coordinators are also responsible for contacting members of WELCA to help.

Always check on supplies in Celebration Center kitchen before purchasing :

Items	100	150	200
<b>HAM      TURKEY</b> (sliced dime size)	200 slices	300 slices	400 slices
<b>BUNS</b> (sliced)			
Whole wheat	8 dozen	12 dozen	16 dozen
White	8 dozen	12 dozen	16 dozen
<b>POTATO CHIPS</b>	4 boxes	6 boxes	8 boxes
<b>PICKLES</b>	1gallon	2 gallons	3 gallons
<b>COOKIES</b>	100-150	150-200	200-250

**CONDIMENTS**      Butter, mayonnaise & mustard bought -check for supplies

**COFFEE**              Provided by WELCA- check for supplies

**LEMONADE**        Country Time- estimate amount needed

**ICE**                    Purchase a bag before funeral

## **Work schedule Funeral Guidelines**

Tables are set up the day before or Thursday by the Thursday men. Set up amount of tables for estimated number expected- 8 chairs per round table. Also set 2- 8 foot tables in front of counter for serving and 2 small tables on the side for beverage station. Tablecloths or placemats, centerpieces and napkins (found in WELCA closet) are set on each table as well as flatware and salt & peppers as needed per menu.

- set up 1-8foot table along wall for display, cover with tablecloth

- set up beverage station with tablecloth and beverage dispensers and glasses

- place 2 plastic white tablecloths (found in WELCA closet) on buffet table

- set out plates (2 piles of 25 each) on end of buffet table. Also set out additional plates on counter in 25 each towers

- Get coffee ready, either the Bunn coffeemaker or 2 coffee pots on the end of stainless steel counter plugged into 2 different outlets. Place coffee cups next to the coffee pots with sugar & creamers.

- Serving trays for cookies and sandwiches, pickle dishes and large bowls for chips are out and ready for the morning preparation. If family is bringing in additional food, put out the necessary serving dishes.

### **Food Preparation and set-up - *1M hours before funeral***

- Turn on dishwasher and Bunn coffeemaker (if using). Start coffee in coffee pots

- Make sandwiches – Ham or turkey slices are folded to fit into plain buns. Put sandwiches on serving platters

- Cookies can be put on serving platters or left on purchased trays

- Place pickles and chips in dishes

-Make lemonade and put in refrigerator. Put ice water and lemonade out on beverage station right before serving

-Put condiments into small bowls- 2 each of butter, mayonnaise & mustard with appropriate serving utensils

-Cover all food items with towels or Saran Wrap until ready to serve. If other salads are brought in, fill bowls, cover and put in refrigerator until serving time.

**Serving- *arrive at the end of funeral***

-Put all food and drinks out on serving tables. Use 2 lines at buffet table

-Replenish food on serving line and have someone out pouring coffee for guests. Also fill 2-4 carafes of coffee and serve refills for guests

-Replenish lemonade and ice water and glasses as needed

-Start washing up trays and dishes as they come in

**Clean-Up – *1 1/2 hours after start of funeral***

-Tables cleared with decorations put back into tubs and into the WELCA closet

-Dishes washed, dried and put away

-Surface area washed in kitchen

-Tablecloths washed and left on tables to dry (later they will be folded and put away in tubs and put back in the WELCA closet)

-Coffee and beverage dispensers cleaned up, washed and put away

-Food is removed- given out to family members or clean-up crew. Condiments & pickles can be left in refrigerator.

-Garbage removed to dumpster