

## Funeral Guidelines

These guidelines are provided to help with the planning of funerals at the Britton United Methodist Church. The UMW will provide ham sandwiches, pickles, cake juice and coffee. They are willing to serve other food that is provided by the family.

Upon being contacted by the pastor (he/she will give you a number to use in planning) you will need to do the following:

**Ham Sandwiches**- Figure **1 1/2 sandwiches per person for an afternoon funeral (probably 2 per person for a morning service)**. **Contact the grocery store and tell them you would like enough shaved ham and party buns (usually 1/2 white and 1/2 wheat) for the desired number of sandwiches. A mixture of mustard and Miracle Whip is spread on the buns for sandwiches. You will want to check the refrigerator for supply. Anything needed in addition can be charged at the store. (If there is a problem because of timing, we can check with the Bistro. Easiest way for that is to contact Julie Symens as she would probably be the one to do it.)**

**Cakes**- Figure **1 1/2 pieces of cake per person**. We generally cut 18 pieces from a 9x13 cake pan (24 pieces from a jelly roll- but people generally bring the 9x13). **Arrange various types of cake on the round plastic trays on the shelves in the kitchen.**

**Pickles**- There may be open jars of pickles in the refrigerator but any unopened jars are on the bottom shelf of the peninsula in the kitchen. **If there are none, they can be charged at the grocery store.**

**Charging**- If you need to charge anything at the store, specify that it is to be charged to the UMW account, keep the receipt, write on the receipt which funeral it is for, and put it on the fridge with a magnet.

**Workers**- It takes 5-6 workers for a funeral of about 75 people in attendance.

**Coffee**- Figure at least 2 cups of coffee per person in the winter, maybe a little less in the summer. Directions for making the coffee are posted in the kitchen by the coffee pots. You will need to take some pots to various rooms and hallways as too many in one spot flips the breaker.

**Setting Up-** Contact Julie Symens (448-2360) and tell her how many people you are planning for. You will need to clarify with her when you need them up by. She will take care of tables and chairs. You are responsible for setting 8 plates, napkins and forks. You will need to have 8 glasses, 8 coffee cups, and a pitcher of water down the center of each table. Make sure the coffee servers are warmed with hot water before the coffee is put into them. You will need enough for one per table plus extra to trade and fill with.

You should plan at least 1 1/2 hours, with 5 workers to set tables, cut cakes and make sandwiches.

**Leftovers-** Buns can go into the freezer but do not freeze well. Often times workers will want to take some and may give a donation. If there is a lot of ham, it should be wrapped well, dated and put in the freezer. Cake and bars should be divided and sent home. If there are sandwiches already made up, this along with cake can be offered to the family. Workers are usually willing to take some sandwiches, too.

**Serving Price-** The UMW does not charge anything for serving a funeral. If a family would like a donation to our group, they may. It is not expected, but appreciated. If anyone should ask for a guideline as to what a good donation would be, we often receive about \$1 per person attending. Remind them that it is just a suggestion, not a fee.

\*Co-chairs may want to split duties. One can call for workers while the other calls for cakes.

\*For larger funerals, we do suggest Styrofoam products verses the dishes.