

Serving Funeral Luncheons

St. Rose Ladies Guild

Guild President Duties:

The President of the Guild will get a call from Father or the family to plan the funeral luncheon. She will find out the name of the deceased, the date and time of the funeral, the number of people to expect, and the family contact person and their phone number. If Father has not already done so, the Guild President calls the contact person and explains the guild would be willing to serve a cold-cut luncheon if the family wishes and that salads and desserts will be provided by the guild. If the family would like a hot meal, the guild's policy is: the family contacts the caterer of choice (Wiebelhaus Recreation, HyVee or who they wish) and order the food and they make arrangements. The guild will still help the caterer serve the meal if requested. For Parishioners: we will serve the meal free of charge. For NON- parishioners: the guild has a service fee of \$50.00 that is separate from any other fees. The hall should be open no later than 7:30 AM the day of the funeral so that anyone wanting to drop off a salad or dessert can do so. Make sure there is a notebook out so people can write down what they brought (this is then given to the contact person for the family).

The president will call the Division Chairman and forward the information to her.

Chairman & Co-Chairman:

Call all the ladies on your list as soon as possible. Ask them to come around 9:00 AM if the funeral mass is at 10:30 AM. Call them even though you know they have a job outside the home. If they cannot work, they need to find a replacement – there is a list of people they can call in the guild book. Ask if they would be willing to bring a salad or dessert, it is NOT mandatory. Also call the ladies with one * by their name to bring something to share, but not to work.

If you or your Co-chairman will not be able to work on the day of the funeral, make sure the family and your ladies know who you put in charge.

On the morning of the funeral:

- Turn on the dishwasher switches below the dishwasher if you plan to use the dishwasher
- Make Coffee. It takes at least 60 minutes for the big pots. Take grounds out after perking so coffee doesn't get too strong.
- Prepare several trays of bread, meat & cheese on clear serving trays on the serving table
- Two containers of butter/margarine and mayonnaise, each with a knife in them per serving line.
- Salads can be left in containers they are brought in if they are nice. Otherwise, they need to be put into serving bowls from the hall
- Desserts can go on the round table off to the side by the window to the dishwasher. There are small dessert plates that can be used. This will eliminate people walking table to table to find the goodie they want and desserts getting dried out. You can just leave them in the pans they were brought in on

- If you prefer not to do it that way, cut all cakes and bars then arrange a variety of cakes/bars/cookies on glass dinner plates and space out on the dinner tables. Once plate to each eating table or 4-5 plates per row if you have enough. If you get a lot of cake, make sure you serve a part of everyone's cake. People get offended if they brought a cake and you didn't bother to serve it.
- No need to wrap silverware. Put silverware on serving table in display rack
- Cups go by coffee pot on end of serving table or on one of those smaller 3 ft tables if you need more space. Powdered cream and sugar for coffee are in the kitchen cupboard and should be put on this serving table. Iced tea or lemonade will also be put on this table.
- A line of 3 serving tables with 2 serving lines is usually enough. If you have a really big funeral, have 2 rows of serving tables and 4 serving lines will be needed.

THANK YOU!!

Guidelines for Funeral set up/ take down

Day before the funeral:

- If the funeral is during the week and when school is in session (AUG-MAY), the students from St Rose will set up the tables and chairs for you. The president of the guild will contact the principal and make sure they are available to set up.
- If the students are not able to do it, line up a crew to set up tables and chairs the night before the funeral. You can get a key from the President.

Cleanup after the funeral:

- Package up any leftover food and ask the family if they would like it. Set it out for them to take when they leave. (save some of the big boxes that the groceries come in to put all the containers in)
- Turn off the refrigerator
- If the family stays around to visit, you can get a crew together to come in and take down table/chairs and mop the floors after they leave.
- Adjust the thermostat up or down as necessary.
- Lock up the hall when you leave using the allen wrench hanging in the entryway.

If you have any additional questions/concerns, please contact the current guild president!