

Planning a Funeral Lunch

ORDER OF COMMUNICATION

1. The senior or associate pastor will contact the WMF president with the following information:
 - a. Date and time of funeral
 - b. Number of family members expected
 - c. Total number expected
 - d. Menu requested by family
2. The WMF president will contact both chairs of the assigned serving group chairs to relay all information.
3. The serving group chairs will plan with one another.
4. The serving group chairs will contact group members.

BEFORE THE DAY OF

- If you have access, look back at notes from past funerals.
- Finding servers is the hardest part if it's during the week. Luckily, we now have a funeral server backup list. Ask the WMF president for an up-to-date list if you need more help than your group can give.
- Order buns from Leevers using our charge account at the rate of 1.5 per attendee. Plan for 2/3 white and 1/3 wheat. Make a copy of this receipt for Sarah Meester, clearly labeled, so she knows what the charge is when it comes through later.
- Purchase or ask group members for all needed food. Consider having Joanne Wetch cater the main dish if it is more than just sandwiches. Bars are typical for dessert.
- Save all receipts carefully so you can give the funeral director a clear total when he asks during the funeral. He will come back to the kitchen to "settle up." He will write the WMF a check for this amount plus a serving fee.
- Prepare seating. Open up Sunday School rooms if needed.

- Add a Bible with a rose or a flag (nice for a veteran) to each table. Open to Psalm 23 or another familiar, comforting passage.
- Decide if you will set aside an area for family and serve them at the tables or if they will go through the line. This can depend on number of family members (easy to serve 20; harder to serve 60).
- Fill water pitchers & place in fridge (one per table).
- Get out empty coffee carafes (one per table) so they're ready.
- Put water cups, coffee cups, salt/pepper, and cream/sugar on each table.
- Set up two serving tables to create four lines.
- Put out plates and utensils at the start of the line.
- Decide if you will use real dishes or paper for the family. This can also depend on how well you know the family, how many family members there are, and how much help you have coming.

THE DAY OF

- Pick up the buns. You could also pick up pickles or other foods when you pick up the buns, depending on the menu, and have them all on one receipt.
- Pick up ice.
- Butter buns or make sandwiches, whichever the family has requested.
- Put ice in all pitchers and return to fridge until close to serving time.
- Put hot water in coffee carafes to warm them.
- Start coffee.
- Cut bars and put on trays; cover with saran wrap.
- Have extra bars cut & ready in the pans.
- Make sure we've set for enough family.
- Dump out hot water and fill all coffee carafes.
- Put carafes one per table.
- Set out ice water one per table.
- Check that family table has all food.
- Watch serving line and refill as needed.
- Circulate, checking water and coffee.
- Watch the garbage can & dump when needed.

AFTER

- Send ALL food home with the family if they will take it; otherwise, divvy it up among WMF members who served.
- Do not leave any food or condiments in the fridge for later—even butter. It just gets old and questionable.
- Take trash bags to dumpster.
- Write down notes so you can refer to them prior to the next funeral.