

Highview Lutheran Church Funeral Guidelines

Highview Lutheran Church is here to support you and your family in this time of grief. Our funeral costs and guidelines are laid out below, you can use the table of contents to help navigate you through this document. If you have any questions or are looking to plan a funeral at Highview Lutheran, please reach out to the church secretary at highviewlutheran@gmail.com.

Table of Contents

RECOMMENDED FACILITY USE CHARGES	2
WELCA Funeral Guidelines	3
COORDINATOR RESPONSIBILITIES	3
Funeral Guidelines	3
Work schedule Funeral Guidelines	4
Funeral Work Sheet/checklist – Schedule & Supplies	6



Highview Christiania Lutheran Church

26690 Highview Avenue
Farmington, MN 55024
(952) 469-2722

“Fed by the Word, feeding the world”

RECOMMENDED FACILITY USE CHARGES

Funerals Under Direction of Funeral Home:

(such as Benson & Langehough, White Funeral Home, etc.)

Highview Members:

WELCA		food cost per plate (2024 price is \$8.00 per #of people expected)
Custodian	\$150/per day	
Organist	\$150	
Pastor	\$200	

Non-Members:

WELCA	\$300 (covers set-up, serving & clean-up) + WELCA food cost per plate (2024 price is \$8.00 per #of people expected - does not include dessert)
Custodian, Organist & Pastor	same as above

No Funeral Home Involved:

All Funerals:

Custodian	\$150/per day (limited to 2 days – visitation and funeral)
Organist	\$150
Pastor	\$200

Church Contacts:

Office phone: 952-469-2722
 Parish Administrator – OPEN
 email: highviewlutheran@gmail.com
 Pastor – Amy Johnson
 email: pastoramy.hclc@gmail.com

Organist – Karla Miller
 email: karlamiller9899@msn.com
 Custodian – Wally Franklund

Lunch – WELCA

As part of their stewardship, WELCA will serve the funerals at Highview. Contacts will provide you with costs and what they provide. Contacts are:

Gretchen Paulson – email: paulsongretchen@gmail.com
 Gerry Schmidt – email: bullnschmidt@aol.com
 Yvette Mealman – email: yvettemealman@gmail.com

Betsy Messner – email: mezzes@hotmail.com

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 our designated lunch menu of ham & turkey sandwiches, potato chips, pickles, coleslaw, lemonade, coffee and bars or cookies. We charge **\$8.00 per plate**, based on the projected attendance, to cover the cost of the lunch. The payment, if a check, should be made out to Highview WELCA.

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. The maximum seating is 150 people in the Celebration Center. Only Highview's WELCA will serve at funerals. If the family wants the food to be catered a donation to help with set-up, serving and clean up would be appreciated.

If the deceased is a non-member of our congregation (inactive – has not communed or given a contribution on record), as part of our stewardship WELCA will serve the funeral luncheon. The cost will be **\$8 per plate** for our designated lunch menu minus dessert. In addition, a fee of **\$300** will be charged by WELCA for **set-up, food prep, serving and clean up**. If the food is catered there will be a charge of **\$300** for WELCA to set-up, serve and clean up. Also the **Property/Building Use Policy** fees for the rental of the building and custodian will apply.

COORDINATOR RESPONSIBILITIES

WELCA has funeral coordinators who volunteer to help facilitate the funeral luncheon 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.

2023 - 2024 Funeral Coordinators:

Gretchen Paulson cell #952.818.2069

Yvette Mealman cell #612.791.7555

Gerry Schmidt cell #612.599.6690

Betsy Messner cell #612.702.6662

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, coleslaw, potato chips, pickles, coffee, lemonade and bars or 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	50	100	125
HAM (Deli cut #20)	25 slices (cut ½)	50 slices (cut ½)	65 slices (cut ½)
Turkey (Deli cut #20)	25 slices (cut ½)	50 slices (cut ½)	65 slices (cut ½)
BUNS (sliced)			
Whole wheat	4 dozen	8 dozen	10 dozen
White	4 dozen	8 dozen	10 dozen
POTATO CHIPS	3 boxes	6 boxes	8 boxes
COLESLAW	5 1# bags	10 1# bags	13 1# bags
PICKLES	2 quarts	4 quarts	5 quarts
COOKIES	3 dozen	6 dozen	8 dozen
BARS	4	8	10
COLESLAW Dressing	1 – 32 oz	2 – 32 oz	3 – 32 oz

- CONDIMENTS** mayonnaise & mustard bought -check for supplies
- COFFEE** Provided by WELCA – check for supplies (estimate 2 cups/person)
- LEMONADE** Country Time – estimate amount needed (1 gal/25 people)
- ICE** Purchase a 5 lbs. bag before funeral

Work schedule Funeral Guidelines

Tables are set up the day before or Thursday by the Thursday men. Set up number 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 1-8 foot 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, bars 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 – 1 ½ 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
- Mix dressing into coleslaw, and put in 2 large serving bowls
- Cookies and/or bars can be put on serving platters or left on purchased trays
- Place pickles and chips in dishes
- Make up a basket with 6 wheat and 6 white buns for serving
- 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 ½ 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

Funeral Work Sheet/checklist – Schedule & Supplies

Name of Family _____ Contact Person Name & # _____

Date/Time of Funeral _____

Estimated Number of People Attending _____

Dining Room Set Up – Max 6 People

Serving - Max 6 People

Clean Up – Max 6 People

Bars

SUPPLIES CHECKLIST

Buns (dinner roll size)

Whole Wheat _____

White _____

Ham (Deli cut #20) _____

Turkey (Deli cut #20) _____

Potato Chips (# of boxes) _____

Pickles _____

Cole Slaw _____

Cole Slaw Dressing _____

Special Requests _____

Condiments

Mayonnaise _____

Yellow Mustard _____

Coarse Ground Mustard _____

Coffee Creamer _____

Coffee

Regular _____

Decaf _____

Lemonade

Ice _____