**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 & turkey sandwiches, potato chips, pickles, cole slaw, lemonade, coffee and bars or cookies. We charge, based on the projected attendance, the following to cover the cost of the lunch:

**6.00 per plate**

The check should be payable 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.

**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.

**2023 - 2024 Funeral Coordinators:**

Gretchen Paulson cell #952.818.2069

Gerry Schmidt cell #612.599.6690

Yvette Mealman cell #612.791.7555

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)**Turkey** (Deli cut #20) | 25 slices (cut ½)25 slices (cut ½) | 50 slices (cut ½)50 slices (cut ½)  | 65 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**  Butter, 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 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 1-8 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**  **SUPPLIES CHECKLIST**

 **BUNS** (dinner roll size)

 Whole Wheat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 White \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food Set Up – Max 6 People** **HAM** (Deli cut #20) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TURKEY** (Deli cut #20) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **POTATO CHIPS** # boxes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PICKLES** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **COLE SLAW** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Serving - Max 6 People** Cole Slaw Dressing \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **SPECIAL REQUEST** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CONDIMENTS**

 Mayonnaise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clean up – Max 6 People** Yellow Mustard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Coarse Ground Mustard\_\_\_\_\_\_\_\_\_\_

 Butter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Coffee Creamer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **COFFEE**

**Bars** Regular \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DeCaf \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **LEMONADE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_