



Funeral Reception Coordinator

Ministry Description

Provide coordination of a meal for funerals at Grace Fridley

Information below will be provided by the Funeral Director

- Name of individual
- Date and time of funeral
- Estimate of attendees (including Grace staff and Funeral Home staff)
- Advised if the lunch will be served in the Gym or Fellowship Hall
- Advised if Grace or family will be providing food for the lunch

Tasks/Information:

- Office manager to advise Facilities schedule to set up tables and chairs for lunch.
- In addition, two tables will be set up in Commons area by Facilities and covered for pictures and flowers – unless otherwise advised.
- Office Manager will advise Funeral Reception Coordinator when tables will be set up and ready for decorating.
- Funeral Reception Coordinator to advise volunteers to cover and decorate tables with Bibles and roses which are stored in Linen Closet (next to nursery).
- If Funeral Reception Coordinator is not available, will advise ERT date and time of funeral. They will provide opening the building and turning on lights/monitors prior to Funeral Home staff arrival.
- Funeral Reception Coordinator to contact Bob's Produce for catering the lunch and advise how many to plan for. Bob's contact: Julie Dominguez – Deli Mgr. 763-528-2374, julie@bobsproduce.com

- Lunch catered by Bob's to consist of Ham/cheese & turkey/cheese sandwiches/dinner rolls, Caesar salad, potato chips, and sheet cake.
- When ordering, advise Bob's to charge the lunch to the Grace Fridley credit card which is on file.
- Pick up lunch at Bob's Produce.
- Coffee, ice water and lemonade will be provided by Grace Fridley.
- Provide water and coffee in the Flex Space (aka Library) on the coffee bar for the family. Do this early.
- Present food on two tables for serving and a separate one for the drinks.
- Serve sandwiches on plastic trays, chips and Caesar salad in bowls. Cut and serve cake on small plastic plates.
- Plasticware and plates are in tubs labeled 'funeral supplies' - located in kitchen storage area.
- Funeral Reception Coordinator to recruit volunteers to serve and clean up. Typically, 4 individuals are adequate to prepare, serve and clean up.
- If there is food left over, this should be offered to the family. If they are not interested, it can be taken by the volunteers and/or stored in the refrigerator for Grace staff lunch (notify staff if food has been left for them).

Clean up:

- Wipe off tablecloths, fold and store with table decorations
- Put away tables and chairs (you may want to recruit an extra volunteer just for this)
- Wash/cleanup kitchen
- Purchase/restock supplies (submit Reimbursement form to office)
- Take out garbage
- ERT to lock up