

Forest Hills Presbyterian Church
Martinsville, Virginia

Funeral/Memorial Receptions Policy

Endorsed by Session [9/16/13]
Re-endorsed by Session [5/16/16]

General Policy Statement:

We at Forest Hills Presbyterian Church want to provide for the needs of families during times of bereavement. We can provide a meal or a reception for the family.

Policy Details:

The family may choose which option below best suits their needs:

1. Provide a meal to serve up to 25 people to be served at the church or taken to the home (family preference). Find out if *any of the persons attending will have special dietary needs.**
2. Provide a reception at the funeral or memorial service held at Forest Hills Presbyterian Church. *

*The Minister will likely be the person who will ask the family about which they prefer- meal or reception. An elder, the chair of Congregational Care/Fellowship or someone who knows the family well could also contact the family. The coordinator should be notified as soon as possible as to the choice the family has made.

Coordinator for Funeral/Memorial Reception:

A Member of the Congregational Care Ministry shall serve as coordinator

Responsibilities: Coordinator will be responsible for seeing that the following duties are completed by designated volunteers:

1. After consulting with the minister or the chair of Congregational Care Ministry will organize the appropriate options chosen by the family of the deceased.
2. Institute the call-tree and/or email sent to all volunteers ASAP as to date, time and plan.

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3. Check the supplies- plates, napkins, utensils, cups, mints, nuts, beverages, etc. A place in the hall closet will be designated and marked for CCM and re-stocked as needed. Cost will be assigned to CCM.
4. Set- up- cleaning tables, chairs, etc
5. Table decorations
6. Drinks prepared, set up and monitored
7. Food and beverages- sandwiches, ham biscuits, fruit salad, veggies/dips and desserts prepared and delivered to church at designated time by designated volunteers.
8. Clean-up

Notes: Revised by Congregational Care/Fellowship Ministry [5/3/16]