

FUNERAL LUNCHESES
ESTHER LUTHERAN CHURCH

Chairwoman: _____ **Circle:** _____

Funeral for: _____ **Date & Time:** _____

How many guests to plan for: _____

Your circle will set up, serve lunch, and provide cakes. You will need to contact each member of your circle to work/bring cakes as needed.

Chairwoman will order and pick up buns, meat (if family requests only), butter, pickles, eggs for the coffee, lemonade, and ice for the water and lemonade. Buns can be ordered from wherever the chairwoman chooses.

If family wants hot meal or salad, it is to be provided, ready to serve by the family. Most times they will cater it and your circle serves it. It can be prepared by the family. They can prepare it at Esther provided a member is there to supervise.

IF – there is a visitation at Esther, and family requests light refreshments; we will also provide for them.

Usually each member of your circle brings a cake – yielding about 15 cakes. If you do not need all 15 cakes, some can contribute \$ 5.00 towards the other expenses. Plan on cutting 15 pieces per 9 x 13 cake pan as you determine the number of cakes you will need. Try to have one cake such as angel food that is not frosted.

It is easier if you can set up the tables the night before. The members of the circle that work during the day can maybe set up the night before the funeral. The other members can work the funeral the following day.

**IMPORTANT: IF YOU CANNOT WORK; PLEASE FIND SOMEONE
TO WORK FOR YOU.**

(Cindy Skoglund, Luella Thom, and Joan Arvidson
are possible substitutes)

SET UP THE NIGHT BEFORE THE FUNERAL:

Set up tables ... usually at least 10 tables .. pulling the table slightly away from the walls to make it easier to put 5 chairs per side if needed depending on number of guests you are planning. There are some extra tables in the furnace room.

The table that is set up low for the kids should be raised to seat adults unless there are a number of small children as guests.

Put the white plastic table clothes on all tables. They are on cardboard rollers located in the closet under the Narthex stairway. We usually put a Bible in the middle of the table open to Psalm 23 – with a rose across it. There are usually some Bibles on the piano. More Bibles can be retrieved from the Sanctuary if needed. The roses are located in a tub in storeroom behind the kitchen. There are pink and red roses.

(If large funeral is expected, the ladies working the funeral can set up some extra tables in the Narthex while the funeral is going on.) Also .. if a very large funeral, maybe placemats would be easier to switch out and clean up between reseating of guests.

Put on the guest tables:

Glasses; coffee cups by each chair, creamer, sugar, glass with spoons (for those needing to stir in the sugar or cream in their coffee) If family is doing hot dish, put salt & pepper on the tables

The tables down the middle are usually reserved for the family. There are reserved signs located in the miscellaneous drawer in the kitchen.

Fill at least one pitcher of water for each table and set in the fridge overnight. Pitchers are located in two different lower cupboards.

THE DAY OF THE FUNERAL:

Chairwoman should double check with the funeral home personnel – or have the ushers give you a count when the funeral begins. Plan on some that will not stay for lunch.

Put a note on the door coming into the back of the church. **“Guests please use the front door.”** Otherwise you will have many people coming through the kitchen when you are trying to serve and work.

You should plan on a number of people coming down directly after the funeral for lunch while the family goes to the cemetery. The funerals are usually about 30 – 45 minutes long.

If large crowd, you may need to do a quick set up of some tables in the Narthex during the funeral. As soon as the funeral home has removed all their property etc from the Narthex; you can set up quickly.

Cut the cakes into 15 pieces. Put an assortment of the different cakes on our dinner plates. You can set the plates of cake on each of the guest tables during the funeral. Make up some extra plates as you might need to replace them on the tables as they get eaten or if there is a large crowd and some leave so others can sit down and eat.

Put hot water in the coffee carafes to warm them up while starting to make coffee.

Make the egg coffee ... it will take about 3 pots to fill 10 carafes. We use the large white enamel pots filling them at least $\frac{3}{4}$ full with water and boiling it on the stove. Follow the recipe above the stove.

If you do not have a large crowd, you can fill them $\frac{1}{2}$ to $\frac{2}{3}$ full but will have to watch them if you have some big coffee drinkers. It does not hurt to have a pot of water hot on the stove in case you need to make an emergency pot of coffee. Strain the coffee grounds as you pour into the carafes ... lift the pots up on the stainless steel ledge and fill carafe that is sitting down inside the sink. The coffee and strainer is located in the microwave cabinet. Set a carafe of coffee on each of the guest tables.

Butter the buns.. usually we do both the top and bottom. (if family requested meat, the chairman will have it there for the sandwiches) Put them on the big silver or glass plates, They will be put on the serving table as the guests go through.

Set up serving counter with plates, napkins, real silverware, buns, and the pickles. There are some oval plastic dishes to put the silverware located in the bottom of the cabinet on the south wall. Usually only need forks as a few spoons should already be on the tables. (If family provides hot dish or salad, this will need to go on the serving counter as well.) If large crowd, you might want to have a double serving line.

You can use real plates if you wish. We are a little short and do run out of hot water when using them. IT IS OK TO USE DISPOSABLE PLATES; especially if you are short on staff to help serve the funeral. Use the large paper plates and put napkins between them so it is easier for the guests to pick them up.

Pitchers of water in the fridge should have ice added to them just before setting them out on the tables.

If doing lemonade, this will need to be made. You can put pitchers with ice on the tables as well or serve it to the guests as they go through the serving line. There is a large 5 gallon igloo type cooler under the cupboard by the sink if you have a large crowd and want to mix a large quantity rather than a small pitcher at a time.

Set the silver stainless steel cart outside the kitchen in the piano area. Put some plastic totes on the carts to collect the silverware, cups, glasses, etc. Put a clean garbage can by the cart with a

liner. The guests can throw their plates in the garbage and put rest of the dirty dishes in the cart. With paper plates, the can will fill up quite quickly.

Serving ladies will need to watch the tables to make sure there is coffee, water, and cake on them as well as pick up dirty dishes.

CLEAN UP:

Please see if family wants any leftover food to take home with them... including any leftover coffee or lemonade. If they furnished hot dish or salads, you will need to find containers to put them in. It is the families responsibility to return any roasters etc to the caterers. If they do not want any food, divide up the leftovers amongst the ladies working. Please do not leave any food (*except pickles*) in the fridge or freezer.

If condiments are put into the refrigerator such as ketchup and mustard, dating them would be very helpful.

There is a rinse agent under the sink to use when washing the dishes... please use it. This replaces using bleach.

Usually we do not submerge the coffee carafes. They are rinsed, dried as much as possible, and turned upside down inside the cabinet to finish drying.

Wash the table clothes and leave them on the tables to dry. They need to be very dry or they will mold. Lorrie will roll them up when she cleans the fellowship hall after the funeral.

Stack all chairs up against the walls please.

If you are the last to leave, please make sure the fridge doors are shut, stove is off, and all lights get shut off; and there is no food left**PLEASE....**

Someone needs to take home the dish towels and dish clothes, launder them, and bring back as soon as possible. You also need to make sure the garbage gets put into the dumpster or take home with you.

***THANK YOU FOR SERVING ...
OUR NEIGHBORS /FRIENDS/FAMILY!!!***

Chairwoman: _____ Circle: _____

Complete this page and put into the 3 Ring binder for future reference.

Funeral for: _____ Date: _____

How many did you plan for: _____

Turn in your expenses to ^{Treasurer of WELCA} ~~Cindy Skoglund~~ to get reimbursed. If you collected \$ 5 from those who did not bring a cake, give that to Cindy as well.

Approximately how many guests were served: _____

How many worked from your circle: _____

Did family provide other food: Yes ____ No ____

Things that went really well:

Suggestions for future funerals: