Purpose: to establish procedures, services and costs for providing bereavement receptions for members of the congregation and others who request bereavement reception services at Bayside Presbyterian church.

Procedures:

Congregational Care Ministry Moderator is responsible for providing pastors with a Point of Contact (POC) for Bereavement Receptions.

Pastors are responsible for providing a Family POC and phone number to the Moderator of Congregational Care and/or Bereavement POC for reception needs (should be a close family friend or relative). This is an extremely emotional time for the living spouse and experience has taught us that a family friend or relative is best.

Pastors are also responsible for providing to Bereavement POC the date and time of the funeral service as soon as possible.

The Bereavement POC will have the overall responsibility for planning the Reception and working with the Family POC.

Services offered:
Fellowship Hall
Kitchen use
Bereavement Coordinator

A list of items the church will supply at the request of the family is as follows:
Tables
Chairs
Tablecloths
Basic centerpieces for tables
Serving platters
Serving utensils
Basic 6’ plates and cups/clear plastic 6 oz. cups/coffee 8 oz. cups/white napkins
Card basket (with ribbon) placed in hallway by the kitchen or by Guest book

A list of drinks the church will supply at the request of the family is as follows:
Coffee
Ice Tea/Lemonade
Ice Water
Ice Mold for Punch
Punch

Considerations: questions and decisions made with Family POC by Bereavement POC
Number attending?
Time of day?
Burial time - before or after service?
Burial place - church, columbarium versus other locations?
Weather?
Visitation here or elsewhere?
Day of week?
Catered/not catered (and if so, by who)?
Partially catered?
Costs associated?
Child care?
Card basket?

After the above discussions are held by Bereavement POC with Family POC, the following groups could be considered to provide reception food, set up, clean up, hostessing/plating, etc.
Presbyterian Women
Presbyterian Men
Current and Past Elders
Congregation at large

Other issues to be considered:
Contact with the organist for sound and instrument removal from the Fellowship Hall
Contact Church Director of Christian Education for child Care
Check church room Schedule with church Secretary

Each reception is different. The difference will be in the number of people attending, the time of day, not the food provided. A suggested menu for receptions is attached.

Small Less than 50
Medium 50-75
Large 75-125
All Hands 125+

Suggested Honorariums for Non-members:
Bereavement coordinator $75-150
Facility Use: $150
Paper products, tablecloths, napkins, and plates: $50
Sexton: $100
All payments to be made out to: Bayside Presbyterian Church

The Coordinator will be paid an honorarium for each Reception for Church Members out of Congregational Care funds not to exceed $150 for large receptions (150+ attendees).