

Bayside Presbyterian Church  
Bereavement Reception Procedures  
Approved by Session 21 June 2016

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).