



## **Bereavement Committee Policy**

**Purpose:** The Bereavement Committee is responsible for providing and for serving a meal for the family of the deceased affiliated with the church and who's memorial service is held in Crestview.

**Committee Members:** The Committee of 8-12 shall be selected by the Administration Committee and approval voted on by the Church body. The approved Committee shall then select a chairperson, and a vice-chairperson. The remaining members shall be Food Team Coordinators (FTC). Each FTC will be responsible for seeking the involvement of 8 to 10 volunteers to help provide a food item for the bereaved family.

**Duties/Responsibilities:** To contact the family of the deceased to coordinate the time and the number of people attending the meal. The meal is to be provided and served the day of the funeral in the Fellowship Hall of the church. If requested, the meal may be brought to the home of the deceased. The Committee members are not responsible to serve the meal if the family requests the meal be brought to the home.

In the event another church is involved, the committee would still provide one meal and would seek to coordinate with the family and the other church.

The church office will contact the Chairperson of the committee to inform them of the death of a church member and will provide information for contacting the family of the deceased along with any funeral/visitation information.

The Chairperson will contact the family member to coordinate the time and the number of people attending the meal. The Chairperson will then contact the FTCs who will contact their volunteers. FTC Worksheet (attached) to record information.

The dish prepared should serve at least six(6) people. The food should be fresh and appetizing and placed in a non-metallic, microwaveable container that does not need to be returned. If the container needs to be returned, please have your name on the dish. Food should be delivered to the church at the determined time and the Bereavement

Hostess for that day will be responsible for serving the meal and clean-up. Bereavement Hostess To Do List. (attached)

Name \_\_\_\_\_

Date \_\_\_\_\_

### COMMITTEE WORKSHEET

Relatives of: \_\_\_\_\_

Date of Funeral: \_\_\_\_\_ Location: \_\_\_\_\_

Time: Visitation \_\_\_\_\_ Funeral: \_\_\_\_\_

Number of Persons Attending Meal: \_\_\_\_\_

Food Delivered to: Home/Church Address: \_\_\_\_\_

Time of Food Delivery: \_\_\_\_\_

#of FTCs Called: \_\_\_\_\_ (suggested 4 to 5 list for 20 to 30 Persons attending)

Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Menu List

Meat \_\_\_\_\_

Vegetable \_\_\_\_\_

Salad \_\_\_\_\_

Dessert \_\_\_\_\_

Rolls & Tea \_\_\_\_\_

PLEASE ASK FOR DISPOSABLE, NON-METALLIC, MICROWAVABLE CONTAINERS.  
IF NOT DISPOSABLE, PLEASE HAVE NAME ON DISH.

## Bereavement Hostess To Do List

1.	Check the refrigerator for food already brought in. Make sure they have signed the sheet.	
2.	Ensure tables are set-up and clean. Tablecloths go on the four long tables. NO tablecloths on the round tables. Also, make sure plates and utensils are out.	
3.	Put salt & pepper shakers on tables. Ensure they are wiped and clean. Throw away any that are not usable.	
4.	Place vegetables that need to be warmed by the microwave. Warm when needed. Refrigerate any that are cold until time to place them on the table.	
5.	Fix Coffee pot, if needed and put it on the beverage table. Do not start until time.	
6.	Fix ice (use bin under table in the kitchen). For tea, fill cups with ice when almost ready for people to come.	
7.	When time, place desserts on the table and have pies and cakes sliced and in dessert plates.	
8.	Clean up. Wipe down all tables. Remove tablecloths and trash. Wash all dishes, etc Salt and pepper shakers cleaned and put away. Take trash to the dumpster.	
	CHAIRMAN:	
*	Pick up Chicken	
*	Insure sign-up sheet is out with pen	
*	Ask Preacher to pray	
*	Copy sign-up sheet for family	
*	Give the sign-up list to the immediate family member	