



## Community Mennonite Church of Lancaster

### Guidelines for Planning Memorial Service Hospitality

July 2013

#### Procedures established by Pastoral Team

At CMCL we believe that providing a simple meal is a way of surrounding the family with love and is an important part of our ministry and community life. A designated meal coordinator/s will work with a committee in providing this service.

#### MEMORIAL SERVICE HOSPITALITY COMMITTEE (MSHC)

This committee will consist of coordinator/s; a member of Hospitality Committee; several members of the congregation; liaison from Pastoral Team.

Length of term: to be reviewed annually in August by Pastoral Team liaison

Member selection: committee works with Pastoral Team

MSHC is an Ad Hoc committee of Pastoral Team

Volunteers will be recruited to help with set up, baking, serving etc.

#### SPACE

We do have limited space at CMCL. It was suggested that we offer families the options of visitation followed by a memorial service or a memorial service followed by refreshments. Our facility is not set up to adequately provide for all three-family visitation, a service and refreshments all at one time. Families could consider a visitation period the evening before the service.

#### PROCEDURES

Family Contact. The pastors will make the initial contact with the family. The family will be given a sheet to help them know what CMCL can offer and what they would like. The office staff will get the information and make the necessary calls to plan for the service and meal.

Cost of Meals. "Funeral Meals" is set up as a non-budget line item. This is where the expenses and contributions will be entered. Families will be given the cost of the meal and asked to contribute. If this is a hardship the cost will be taken from Congregational Care budget or designated donations to "Funeral Meals."

#### ONGOING WORK

Signage. Pastoral Team will work with the trustees to make sure we have adequate signs both inside and outside the church.

Logistics of setting up for memorial service. The MSHC will be responsible for buying the food, setting up, cleaning up. Church Sexton will be asked to help with chair arrangement, and other jobs in preparing for the meal and service.

Kitchen items for serving. MSHC will purchase necessary items for serving. These items will be stored so that they are available for the Committee to use.

Website. This information will be put on the website.