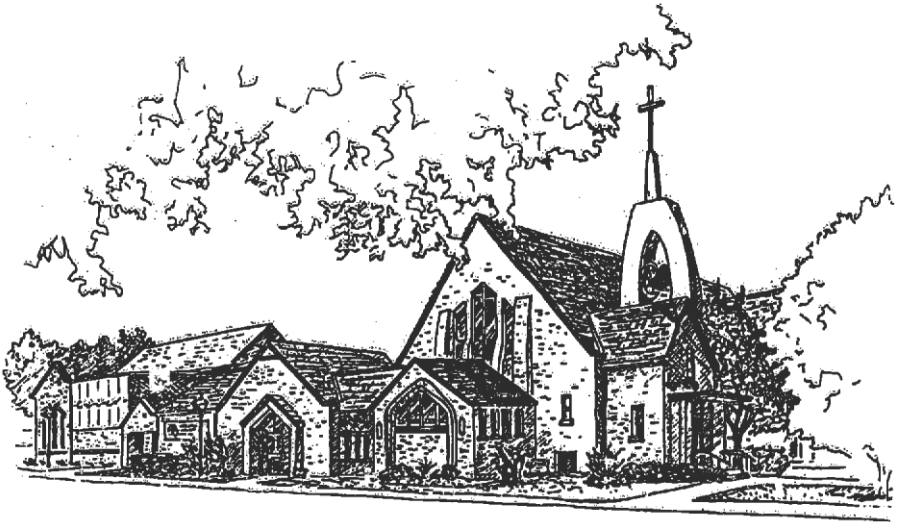


**First Lutheran Church
Hospitality Ministry
Funeral Meal Guidelines**

Guidelines available at First Lutheran Church, Hamilton Funeral Home
and Horvath Funeral Service, Marshall MN



First Lutheran Church
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Mission Statement:

***We are believers seeking to invite all into the caring,
sharing and growing ways of Christ.***

Funeral Meal Guidelines & Family Planning Guide

The funeral meal at First Lutheran Church (FLC) is served by First Lutheran Women (FLW). The guidelines provide planning information for families of the deceased.

_____Contact the Funeral Food Coordinator, Janet Hamner (507-390-1306) as soon as funeral plans are completed. All food is prepared by a caterer, delivered at the designated time and served buffet style in the FLC Fellowship Hall. Guests participate in removing dinnerware from tables when eating is completed.

_____Identify number of guests that will be served at the funeral meal. The Coordinator can assist with planning this number.

_____Choose and cover the cost of additional food for the funeral meal that will be served with cupcakes, pickles, coffee and water provided by FLW. Additional food includes casseroles, side dishes, salads, or sandwiches. FLW will order all food and complete all tasks for the meal.

_____Take all leftover food following the meal. FLC volunteers will assist the family with this task.

_____Donate \$150 to FLW for serving the funeral meal. The donation covers kitchen maintenance and related meal expenses.

Honorariums are to be paid prior to the service.

Dealing with death and grief over the loss of a loved one is very painful. During such an emotional time, it is hard to make decisions, and yet there are necessary arrangements that must be made. It is for this purpose that First Lutheran Church has assembled this informational packet for you.

Ideally a funeral home of your choice should be contacted upon the death of a loved one to help you with the many decisions and details that surround this life transition. Because of the fact that the church is

not staffed or skilled in all facets of funeral arranging, we provide the following guide to help you during this time. It clearly spells out what the church can do for you in planning as well as those things for which you as a family need to be responsible for.

Family Responsibilities (at the time of death)

- ❖ Alert cremation service/ funeral home immediately upon death.
- ❖ Pick out urn for loved one's remains.
- ❖ Arrange for death certificates.
- ❖ Arrange for pick-up of loved ones remains.
- ❖ Write and submit an obituary to newspaper(s), local radio stations.
- ❖ Contact and make burial arrangements with cemetery of choice.
- ❖ Contact the County Veteran's Service Officer (CVSO) for McLeod County or Veterans Affairs.

Family Responsibilities (service planning)

- ❖ Contact church and arrange time to meet with pastor and set date for service.
- ❖ Arrange for transportation of loved one's remains to church and to cemetery.
- ❖ Arrange timing for burial with cemetery.
- ❖ Purchase/create memorial cards for service.
- ❖ Arrange for card basket at church.
- ❖ Set up and remove all flower stands (church has 8-10)
- ❖ Set up whatever picture display(s) is appropriate.
- ❖ Responsible for removing all items related to the service for church.
- ❖ Decide where you would prefer memorials to be directed.

Service details to be worked out with pastor/church staff.

All member funerals will be conducted by the current Pastor under Call to the congregation.

- ❖ Date and time of service, luncheon, burial.
- ❖ Number of guests expected at luncheon and luncheon choice selection.
- ❖ Select music with pastoral approval.
- ❖ Select scripture verses.
- ❖ Go over any and all other details as explained by the pastor for the memorial service.

God bless you in your planning and in your loss.

