**FUUSM Caring Comm. Checklist for Memorial Service & Meal**

Generated by Virginia Henthorn 9-9-14 Revised – 12-12-2016 & 3/2017 (GB & KEH)

This Checklist should be printed out and used for planning a particular service.

Name & Date of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Contact - Gathering Information**

Any information that might lead to a Memorial Service should be given ASAP directly to Rev. Kat (937) 470-4151 \*cell OR home (740) 371-4547

**FUUSM Minister/Office - First point of contact.**

**\_\_\_\_\_**Notify congregation (Rev. Kat sends an email notice to FUUSM-l for Members) \_\_\_\_\_Notify Caring Committee of death and date / time of memorial service; general estimated number of guests.

\_\_\_\_\_Begin to prepare Order of Service (Kat & Chris)

**Check with family** to determine what type of meal to serve & relay to

**Meal Planning Team Leader. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Finger foods? Full meal? Dietary Restrictions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Favorite foods to include?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Beverages (is wine to be included?)

Are there special orders /catered items such as sheet cake, that the family is bringing in?

**Check with family /** other items – information and arrangements

\_\_\_\_\_Do they have a Guest Registration Book?

Do they want a receiving line at the end of service, or do they wish to greet prior to service or possibly both?

\_\_\_\_\_Does family wish to have greeters to hand out Order of Worship & Hymnals, and/or memorial favors/take away?

\_\_\_\_\_Does family plan to set up memorial photo area, show slide show or video, etc.? What is needed for set up: TV monitor? Table? Bulletin Board?

\_\_\_\_Does Family have planned altar flowers? Other items to be displayed in Sanctuary? \_\_\_\_(Kat) Sound System Technician\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ (Chris) Contact the bank manager to let them know of services during business hours and request that they contact us if unauthorized people are parking in their lot.

Caring Committee **Meal Planning Team Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chris Keller – (if available…)**

**Recruits the Following:**

Food, Beverages, Centerpiece items, Set Up Crew,

Kitchen Sitters & Clean Up Crew, Greeters (if needed).

\_\_\_\_\_\_\_Send email and/or phone requests from the Caring Committee for donations of food and/or volunteers to help with set up, clean up, greeters, etc.

Caring Committee contacts FUUSM members for food, beverages, volunteers, etc.

**Meal Planning Team Leader** keeps list of food items being donated, i.e. main course, side, salad, dessert, rolls, beverages, etc. (to provide to set up crew to check off, and to later give to the family);

Keeps lists of volunteers for food donations, set up, clean up, kitchen sitters, greeters, etc.

**Meal Planning Team Leader** checks with the minister to confirm estimated number to feed, and special items the family is bringing in, and plan the rest of the food accordingly.

**Check ahead for:**

\_\_\_\_ supplies of napkins, coffee: regular & decaf; cream, tea, sugar, --- coordinate with Fair Trade Coffee Sales Committee and/or the Kitchen Committee to obtain needed supplies and to reimburse for expenses.

* + Re-stock unused coffee, tea, sugar, napkins, etc.
	+ Check ahead for supplies for storing leftovers: need zip lock bags and plastic containers, and tape for labeling stored food.
	+ \_\_\_\_ Commercial dishwasher/sanitizer soap and hand dish soap.
	+ \_\_\_\_\_\_ Other Supplies needed: Markers and tape to label incoming dishes & containers so they can be returned; make cards to label food items on buffet (ex: vegetarian);

**Childcare: (Chris)**

* Check with Office and/or Family to determine if childcare is needed
* Book Nursery Attendant as needed
* Note: Speaker on the wall to hear the service.

**OTHER**

**Parking / Handicap Accessibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_** Contact the bank manager to let them know of services during business hours and request that they contact us if there are unauthorized people parking in their lot;

\_\_\_\_\_ We may also need to arrange for a “Parking Attendant” who will be positioned near the lot to greet people and direct them away from parking in the bank lot for services during business hours.

\_\_\_\_ Prior to service- set up **signage** for handicap entrance to Sanctuary & to Social Hall.

**To-Do List for DAY of Memorial Service**

**Greeter / Service Host \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Delegate Following:**

* + **Host introduces themselves to the Greeters**
	+ & orients them to bathrooms, lift, order of service, etc.
	+ Welcome attendees
	+ Hand out Order of Worship
	+ Hand out Hymnals if needed – (# ~125) hymnals are available.
	+ Hand out Memorial Favors (if needed)
	+ Direct Guests to sign Registration Book (have pens readily available).
	+ Do an approx. count of attendance (after service begins/ before postlude).
	+ Bring Registration Book from Sanctuary to Social Hall for signing.
	+ Handle other pre-service set up such as candle lighting; and placing glass of water for the minister at the pulpit.
	+ Send email and/or phone requests from the Caring Committee for donations of food and/or volunteers to help with set up, clean up, greeters, etc.

**Set Up Crew Team Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Check-in with Office Administrator and Building Steward)

**Delegate the Following:**

**\_\_\_\_\_\_\_**Set up tables, table cloths, simple centerpieces (if possible), set out dishes, silverware, napkins, prepare coffee and decaf, set out mugs, wine glasses (if needed), beverage glasses for water, milk, etc. Fill water dispenser. It often works well to use the kitchen for the buffet of main courses, sides, salads, rolls, bread, etc., and use large table in FH for desserts, and use buffet for beverages.

\_\_\_\_\_\_ Prepare for keeping foods warm either in oven and/or crock-pots – extension cords are in drawer. Please put them back after use.

\_\_\_\_\_\_ Double-Check for hand soap and dishwasher detergent.

\_\_\_\_\_\_ Check off food items as they arrive (list will be provided by CC)

\_\_\_\_\_\_ Set Up Memorial Family table (s) for cards, gifts, flowers, etc.

\_\_\_\_\_\_ Set Up area for the family to display photos, etc. upon request.

BUILDING CONCERNS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Make sure FH main door and nursery doors are unlocked

\_\_\_\_ Signage may be needed to direct to people to chair lift to Sanctuary for services and the handicap access to FH for meal.

\_\_\_\_ Check bathrooms to for supplies and condition.

\_\_\_\_ Check Thermostats upstairs and down.

**Kitchen Sitters (during service):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + Finish up set up --- setting out cream, milk, making coffee / decaf, light candles on tables, etc.
	+ Keep items warm in oven, in crock-pots & on stovetop as needed.
	+ Accept and add to buffet late arrivals of food & label them.

**Clean Up Crew Team Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Close Up the Kitchen Checklist**

 Clear & wipe down tables.

\_\_\_\_\_ Wash, dry & store dishes, silverware, crock-pots, cookware, etc.

* + Unplug coffee maker
	+ Store extension cords
	+ **Store, label and date leftovers** – to be given to family immediately after the meal, or frozen and/or stored *short-term* at church with plan to be delivered later to family or other Caring Committee designees.
	+ Food items could used at a the next regular Sunday coffee hour. In other words, leftovers are to be expediently dispersed and/or used, not stored for indeterminate length of time at church.
	+ Remove table cloths
	+ \_\_\_\_\_\_\_\_\_\_\_\_ will take home & launder tablecloths & towels as needed- RETURN to FUUSM ASAP.
	+ Fold up and store tables & chairs
	+ Run vacuum
	+ Empty trash
	+ Reset thermostat -- ? Setting? & close any open windows.
	+ Double check all refrigerator & freezer doors.
	+ Run the garbage disposal.
	+ Someone takes the compost out/home.
	+ Check to see stove and ovens are off.
	+ Coffee pots cleaned.
	+ Bathrooms are in order.
	+ Turn out lights & Lock Up