

ST. MARY PARISH BEREAVEMENT HOSPITALITY

Please accept our heartfelt condolences in the loss of your loved one. It is our pleasure to assist you with your funeral reception in our St. Mary Parish hall. St. Mary Parish Bereavement Hospitality Committee has served our parish since the new church was built. It remains one of the most caring and helpful services we can give to families during their time of grief. For your convenience, here is a checklist for you, and a description of what we can provide to help you through this difficult time.

The Bereavement Hospitality Committee will provide the following:

- Set up of chairs, tables and hall
- Provide Coffee, tea, milk, sugar, and ice
- Purchase all tablecloths, napkins, paper plates, cups and plastic utensils
- Set up of food, drink and dessert tables
- Replenish food Buffet
- Serve hot food if necessary
- Help family display photos
- Help family package left over food to take home
- All Cleanup of hall and kitchen

The Family's Responsibilities Checklist

- _____ After the funeral date and time have been established, check with the rectory to make sure the Parish Hall is available.
- _____ Call Coordinator, Deb Nelson at 203-733-2532 or 203-748-6797 and provide estimate of number of attendees and go over specifics.
- _____ Arrange for a caterer or family to provide:
 - _____ food,
 - _____ beverages (frequently overlooked), and
 - _____ desserts.Food cannot be prepared in the hall and is not provided by the committee.
- _____ Provide Coordinator with the name and phone number of the caterer.
- _____ Confirm food time with coordinator

To allow for adequate time for setup, food should arrive at the hall:

- 1 hour after the start of Mass if family is going to the cemetery (for example for a 10:00 Mass, the food should arrive by 11:00)
- Food should be brought at the start of the Mass if the family is not going to the cemetery. So for a 10:00 Mass the food should arrive a little before 10:00

Parish Hall Regulations

- No alcoholic beverages are allowed
- Food cannot be prepared in the hall kitchen
- All leftover food and beverages must be removed after reception by family.
- There is no electronic equipment available
- There is a two and a half hour limit from the start of the reception so for A 10:00 mass and a return from the cemetery at 11:45, the reception ends no later than 2:15
- We do not provide any food or beverage other than coffee and tea
- We do not cook or prepare any food
- We do not deliver any left-over food to charitable organizations
- A suggested donation of \$300 is asked

If you have any other questions or concerns, please do not hesitate to call me.

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