

TERMS OF REFERENCE

FUNERAL RECEPTION COMMITTEE

Purpose

At the request of the Ministers at Metropolitan United Church, the Funeral Reception Committee – a unit of Metropolitan’s United Church Women (U.C.W.) – provides funeral and memorial service receptions for bereaved members of the congregation and occasionally for the community.

Activities

1. When a funeral or memorial service is scheduled at Metropolitan, one of the Ministers or office staff contacts the Funeral Reception Committee Coordinator to begin the process of preparing a reception for the bereaved members of the family involved and their friends.
2. The Coordinator phones each of twelve to twenty (12-20) core Metropolitan members and informs them of the number of specific food items they should prepare, based on the number of people expected at the service.
3. The custodians set up the food and beverage tables for receptions in the Great Room. Occasionally the Vineyard is used for receptions of more than 250 people.
4. The committee lays out linens, dishes, and serviettes on the tables in advance of the time when the bereaved family members arrive for the service.
5. All food and beverages are kept in the refrigerator until they are placed on the tables as the service ends.
6. Committee members shop for and prepare the following food items: a variety of sandwiches, a number of relishes, fresh fruit and cheese. Cookies and squares are baked and donated. Beverages include tea, coffee, (milk and cream), fruit punch and water.
7. Committee members are reimbursed for food expenditures which flow through the UCW budget.
8. Two committee members serve at each beverage station; others replenish the food table and serve those in attendance. Two committee members operate the dish washer at clean-up time. Committee members do the set-up, serving and clean-up.
9. Leftovers are usually taken home by the bereaved family members after the reception ends. If this doesn’t happen, the committee provides the Hospitality Meals Program with the leftovers if the reception takes place on a Friday. Occasionally, leftovers are taken to the Men’s Mission. Leftovers are sometimes placed in the freezer.
10. At the first meeting of the new term each year, the Coordinator reviews this Terms of Reference and the Risk Management policy with committee members.
11. For the congregation, the committee reports annually as part of the U.C.W.’s complete report to the annual congregational meeting.

Committee Arrangement

The committee comprises twelve core members and a total of twenty-five “call list” members. Meetings are held infrequently as funeral receptions and the telephone facilitate effective communication amongst members and with the Coordinator. Members contribute generously to the work of Metropolitan through the Funeral Receptions Committee and may continue to do so indefinitely.

Resources

The church provides space for storage of linens, hung in the cleaning room. A box containing dishes, silver and serviettes is stored in the cupboards at the southwest entrance to the church.

FUNERAL RECEPTION COMMITTEE	
Approval Meeting by the Board of Elders:	May 2013
Approval by Funeral Reception Committee:	January 2014
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Committee Responsible:	Funeral Reception Committee