

GUIDELINES FOR SYMPATHY MEALS

A ministry of the United Methodist Women (UMW) of Saint Mark United Methodist Church is providing food for receptions when a member of the Saint Mark Church family dies. Below are the guidelines, definitions and clarifications to assist all circles as they participate in this important ministry.

1. The church (minister or his/her designee) contacts the President of UMW when there is a death in the church family and relays any information available at the time concerning date/ time of service as well as family contact name/phone number. Note: Church family is defined as a Saint Mark member or Saint Mark regular attendee.
2. The UMW President contacts the designated family member to discuss the time and location of the reception if the church contact has not already received this information.

A. For receptions, circle members will provide nuts, cookies, and punch to be served in

the Commons Room or Atrium.

3. The UMW President contacts the Sympathy Food Chairperson of the circle-in-charge to tell them of the death and the details of the family's requests. ***Note: The circle-in-charge is the circle listed for the month of the deceased funeral service, which may or may not be the month the person died.***

4. The Sympathy Food Chairperson of the circle-in-charge for the month of the deceased's service will be responsible for the following.

- Notifying the Kitchen Manager of the plans and arrangements for the reception. This includes the following: Date and time of the reception; Location at which the meal or reception is to be served; Number of people expected to be served; Equipment

needed (dishwasher, utensils, etc.).

- Determining how much food is required.
- Submitting the receipt for the refreshments, if necessary, to the UMW Treasurer for reimbursement.
- Calling each of the other circles' Sympathy Food Chairpersons with the following.
 - Date and time of reception;
 - Amount of food needed;
 - Time the food is needed; and
 - Location to drop off the food (usually the church kitchen or Saint Mark Center). A UMW member must be present to receive the food.

E. Ensuring that the circle-in-charge will be responsible for the following.

- Serving and cleaning up at receptions at the church.