

# Funeral Luncheon Policy

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## **POLICY:**

Most Sacred Heart offers love and sympathy to those who are grieving the loss of a loved one. Understandably, families who are planning the funeral at Most Sacred Heart may also wish to have a luncheon following the service on our campus as well.

## **REASON FOR POLICY:**

Because we have limited space and volunteers, several factors must be considered when hosting a funeral luncheon. **Funeral luncheons would only be available if the deceased is a parishioner at Most Sacred Heart.**

## **DESCRIPTION:**

Before agreeing to host a funeral luncheon on our campus the following two criteria must be met:

- 1) The Parish secretary determines if Father Dowling Hall is available on the date requested and inquires about the estimated number of guests that are expected to attend the luncheon for food and set up purposes.
- 2) This information is communicated to the Funeral Luncheon Volunteer Team who determines if there are enough volunteers to set up, to prepare the food, and to clean up after the luncheon.

If both of the criteria listed above cannot be met, MSH respectfully declines hosting a funeral luncheon on campus.

If it's determined we can meet the two primary criteria above, MSH communicates to the family the following information:

- A. To help offset the costs of the luncheon there is a \$3.50/person charge. (with a maximum of 150 people)
- B. Funeral luncheons are daytime only events and for a maximum of two hours.
- C. Alcohol is not permitted at any time.
- D. If a family wishes to show a Memorial/Tribute video in Father Dowling Hall, the preferred format is an MP4 or PowerPoint slide show. We ask that the video is emailed to our AV coordinator at: [AVTech@sacredhearteureka.org](mailto:AVTech@sacredhearteureka.org) at least 1 day prior to the date of the luncheon.

In lieu of utilizing our prepared meal, it's possible a family prefers to have it catered. Though this does lessen the number of volunteers needed, it still requires volunteers to set-up and to ensure clean-up is completed. Therefore, we still adhere to the procedures above, except for no longer requiring a charge to offset food costs.



Dear family,

At this time of loss our church family at Most Sacred Heart offers our love and sympathy. We want to do whatever we can to support you and your family during the planning, the service and through the mixture of emotions involved.

We understand that following the funeral service, a family may desire to have a luncheon here. This option is available if the deceased is a parishioner at Most Sacred Heart.

Because we have limited space and volunteers, several factors must be considered before a funeral luncheon can take place. The funeral luncheon policy is attached to this letter. Please review the policy for more information and details.

It is an honor to work with you and your family during this important time. We are very grateful for all our volunteers who work so lovingly to help with funerals and to provide a luncheon opportunity for our parishioners after their service in the church. Please be assured of our collective prayers for you and those you love.