

## Instructions for Chairman of a Funeral at Holy Rosary

Check with the Altar Society president or with the funeral home about the number of people expected to be at the funeral.

- (Use this as a guide for ordering buns and cubed ham from LaMoure Foods.)
- Also, it will help estimate the number of boxes of Scalloped Potatoes mix and roasters you will need.

Estimated time of the luncheon

Check the hall for the following supplies:

- instant scalloped potatoes mix (in the back room),  
The recipe is on the corkboard by the back door of the hall. The boxes of scalloped potatoes are in the closet. **2 -36oz boxes per roaster**. There are roaster liners but they tend to melt at the higher temperature. Use PAM and spray the pans well!
- coffee (kept in the fridge)
- instant Lemon-aide (stored above the little coffee makers). There are also more in the closet next to the scalloped potatoes.
- butter packages (stored in the fridge)
- napkins, paper plates, cups and glasses (the Altar Society ones are in the storage closet)

**ASAP** - Call the store and order your buns and cubed ham. 1½ buns per person thought to be in attendance.

Ham is determined by the recipe.

You will still need to pick up mushroom soup, milk, according the recipe.

Charge all items to Holy Rosary Altar Society. Give receipt to Hope Coleman or put in envelope in the Hall. Be sure to sign the receipt.

*The President of the Altar Society will contact the people assigned to call members of their circle to bring bars and salads. If you can't get enough people to work the funeral from your circle, put out an SOS on the Altar Society Facebook Page.*

Bars - serving estimate 1 to 2 bars per person

(1) 9x13" pan will have about 24 bars

Salads - large **pasta salads** serve around 8-10 people

**Fruit salads** 9x13 pan feeds 12-15 people

It works best if you have about 4-5 people helping, for set up, serving and cleaning.

**Day of Funeral:**

- \_\_\_ Make sure the heat/air conditioner is set at a comfortable temperature.
- \_\_\_ Potatoes should be put on at least 2-3 hours before the lunch.
- \_\_\_ Large coffee pots should be started at least 1 ½ hours before.
- \_\_\_ Set salt and pepper shakers on each table
- \_\_\_ Put small bowls of butter cubes on tables
- \_\_\_ Put out fork and knives holder, filled, at the end of the serving table
- \_\_\_ Put out paper plates and napkins on serving table
- \_\_\_ Cut bars and place on large plastic trays stored under the kitchen island. Cover with saran wrap (stored in drawers on the left of stove)  
  
Place at the end of the serving table. 2 large trays at a time.
- \_\_\_ Salads should be placed in the fridge.
- \_\_\_ Place small table out to hold coffee, lemon aide and cups. You need one person to serve as people walk through.

**When family starts coming in:**

- \_\_\_ Move scalloped potatoes on to the serving table (1) large roaster at a time  
  
Put 2 large serving spoons in roaster
- \_\_\_ Place salads with serving spoons last on the serving table
- \_\_\_ When everyone is seated, fill carafes with coffee (stored under the counter, next to the sink in the kitchen) and place on tables.
- \_\_\_ Any extra food can be sent home with the family. Plastic containers are behind the door in the small room off the kitchen.

**Clean up:**

- \_\_\_ Wash dishes
- \_\_\_ Wipe off tablecloths and leave up
- \_\_\_ Take garbage out
- \_\_\_ Sweep and mop in Kitchen floor.
- \_\_\_ Sweep floor in common area.
- \_\_\_ Make sure tables are set up in appropriate classrooms. See diagram on bulletin board in Kitchen.

**ALTAR SOCIETY EVENT REPORT (filled out after each event)**

**Name/Date of Event:** \_\_\_\_\_

**Name of Circle in Charge:** \_\_\_\_\_ **Estimated # of people served:** \_\_\_\_\_

**Names who brought bars:**

_____	_____	_____
_____	_____	_____

**Who brought salads:**

_____	_____	_____
_____	_____	_____

**Who served and /or set up:**

_____	_____	_____
_____	_____	_____

**Who cleaned up:**

_____	_____	_____
_____	_____	_____

**# of roasters of scalloped potatoes (if applicable):** \_\_\_\_\_

**Any other information you wish to include?**

_____
_____