

HELPING HANDS MINISTRY
SAINT MARY'S PARISH
WORKSHEET

FUNERAL SERVICE FOR: _____

SERVICE DAY: _____ DATE: _____ TIME: _____

CONTACT PERSON: _____

HOME PHONE: _____ CELL: _____

The purpose of the Helping Hands Ministry is to assist families in the arranging of a funeral reception, during their time of need. The ministry will provide the following supplies and services:

- Setup tables and chairs, including serving tables, memory table, and/or easel. (all tables will be covered with white tablecloths)
- All paper products, including dinner and dessert plates, napkins, hot and cold cups, and plastic eating utensils.
- Fresh flowers in bud vases are placed on the tables.
- Beverages, limited to coffee, punch and ice water.
- Desserts
- Maintain food and beverages throughout the reception.
- Breakdown and cleanup of the parish hall following the reception.

Reception immediately following: Service _____ or Cemetery _____

Estimated number of persons attending reception: _____

Family and friends providing food: Yes _____ No _____

Reception catered: Yes _____ No _____

If yes, name of caterer: _____ Phone #: _____

Time of delivery: _____

-----NO MONDAY RECEPTIONS / NO ALCOHOLIC BEVERAGES-----

All food should be delivered to the parish hall prior to the funeral service.

Volunteers will be on hand to accept food and assist you in any way possible. Ovens and a refrigerator are available. Reception must end by 2:30pm.

There is no charge for the use of the parish hall or for the above services, however donations* are gladly accepted, and will be used to defray future expenses. Donation checks made payable to St. Mary's Church are to be collected by the funeral home.

Submit completed form, and direct any inquiries to the St. Mary's rectory,
Phone: 707-448-2390 / Fax: 707-448-2818, or Marie Hernandez at 707-718-6471.

*Donation guidelines: Up to 60 persons, \$400
61 to 120 persons, \$500
121 to 150 persons, \$600