

OSLC-WELCA HOSPITALITY GUIDELINES

Adopted May 25, 2021

INFORMATION: The Hospitality Teams/Groups have been a part of this congregation for a long time – the only thing that changed has been the name/terminology. The women of the church have always prepared meals in time of need – whether in sickness or death. In addition, get well, thinking of you, and sympathy cards are normally sent by WELCA and other groups in the Church. It is the purpose of this document to set forth some *clarity in guidelines* for the Coordinators and the Groups as we now have them set up regarding the meals and/or memorials.

I. SICKNESS/HOSPITALIZATION

The coordinator(s) will be the general contact by the Pastor or another church member to make them aware of the possibility and/or need of some assistance to a church family member and/or active person in the life of Our Saviour's congregation. The coordinator will, if contacted by a church member, notify the Pastor and the OSLC-WELCA President of the request and proceed as follows:

- (1) A meal will be offered to a member family and/or active family in the congregational life of this church when a sickness involves hospitalization overnight.
- (2) If the member family/active family had out-patient surgery.
- (3) This will be done for the immediate family to include spouse, child, mother, or father. A gift card to a local restaurant may be provided in place of a meal. The amount will be determined by the number in the household, but approximately \$10/person.

II. FUNERAL MEALS

Procedures have been put in place by Council for notification to the congregation of deaths via announcements in bulletins and church services/events, E-Vine calling list, and the Grapevine.

In the event the Pastor is the first contact, as in the past, he/she will contact a Coordinator and/or the WELCA President.

The Coordinator will contact the deceased family members to see if they would like to have a meal and the number to plan for. If the family chooses not to receive a meal, a memorial can be made in memory of the deceased (see Section III below).

After the Hospitality Coordinator talks with a family member, she/he will contact a Group Leader(s) to advise of the request if a meal is to be served giving them an estimated number for preparation of the meal. The meal can be reimbursed by the Church Treasurer upon request. (Remember to keep that receipt and follow the reimbursement procedures as outlined for the Stewardship and Finance Committee.)

The funeral meal will be for the family members of the deceased attending the funeral if at OSLC. If the funeral is elsewhere, then the meal may be delivered to the church family/active family at their home or designated site.

The Coordinator(s) will keep a list of each group who serves meals for whom, when, and how many were in attendance, if possible. This will be put in the minutes along with the number of cards sent from WELCA at a Joint Meeting for future reference.

Contacts to Group Leader(s) by the Coordinator(s) will be done by Group rotation.

III. MEMORIALS

It is the desire of the women of the church that a memorial be offered in lieu of a meal if the member family/active family (spouse, child, mother, or father) so desires according to the family's wishes. Generally, this is sent to OSLC Memorial and Gifts Fund in the name of that family; however, the family may desire another organization. The amount is stipulated in the WELCA Budget and/or Minutes and can be changed by the membership by voting rules in parliamentary procedure.

If a death occurs and the Pastor and/or the Coordinator(s)/WELCA President were not contacted in a timely manner, a memorial will be made to Our Saviour upon notification.