

St. Joseph Catholic Parish, Erie MI

Funeral Luncheon Policy 2017

A. All individuals associated with the funeral luncheon must enter/exit the dining room via the GYM LOBBY:

- Individuals donating food / drink / table hardware / etc.
- Caterers delivering food
- Funeral luncheon team workers
- Family and friends of the deceased attending the luncheon

B. Direction Signs:

1. Two signs will be located at the following OUTSIDE entrances:

- a. “Do Not Enter” sign @ school entrance door near kitchen.
- b. “Funeral Luncheon - Enter Here” sign @ gym lobby door entrance.

2. One sign will be located inside the dining room:

- a. “Do Not Enter” sign @ dining room hallway double doors (near coat rack).

C. Funeral Luncheon Time Window:

1. **School Weekday:** Funeral luncheons have a 2.0 hour time window during any school day. Funeral Luncheons may begin at 12:30 pm, after completion of the school lunch program, and finish by 2:30 pm, prior to school dismissal. FAMILY & FRIENDS OF THE DECEASED MAY NOT ENTER THE DINING ROOM PRIOR TO 12:30 PM AND MUST DEPART THE DINING ROOM BY 2:30 PM.
2. **Non-School Weekday or Saturday:** Funeral luncheons may have a longer time window if no previously scheduled events/activities for the parish, school, and/or religious education program.

D. Why is this policy being enforced now?

This policy is in conjunction with the “Protecting God’s Children” program designated by the Archdiocese of Detroit. The school must, at all times, be a “safe zone” for all students, children, and staff of St. Joseph Catholic School and Religious Education Program. As such, the school must aggressively control the school physical environment where students, children, and staff reside.

The policy was expanded beyond school weekdays to ensure a comprehensive, consistent and well communicated process.

2/23/2017