



ST. MARK'S EVANGELICAL LUTHERAN CHURCH

5 Brooke Manor
Birdsboro, PA 19508

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The Rev. Robert "Bob" Kramer, Transitional Pastor

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St Mark's Lutheran Church considers coordinating luncheons held in Myers Hall following a funeral to be an important part of their ministry. Listed here is a procedure that we feel is useful in providing a satisfying experience. On the back side of this paper are guidelines for the use of Myers Hall.

The family is encouraged to contact Marsha Springel, Church Secretary, at 610.582.8167 or secretary@stmarkbirdsboro.org to reserve a time for the luncheon. She in turn will schedule the event and make necessary arrangements with Craig Seidel, Church Sexton, and the Pre-School Administrator if school will be in session.

The family will seek a caterer to provide the food, beverages, and paper products for the luncheon. They will also directly pay the caterer for their services. Please ask the caterer to contact Courtney with an approximate arrival time for their services.

As a point of information, the church has had satisfying experiences with the following caterers.

Wegman's Deli & Catering
260 Oley Line Road
Douglassville, PA 19518
Phone: 610.689.9562
www.wegmanskatering.com

Boyers Market & Catering
1104 Old Airport Road
Douglassville, Pa 19518
Phone: 610.689.5100
www.boyerscatering.com

Redner's Markets
11 Douglassville Shopping Center
Douglassville, PA 19518
Phone: 610.385.3028

Hay Creek Snack Shack
310 East First Street
Birdsboro, PA 19508
Phone: 610.582.0470

Both Redners Markets do not deliver and orders need to be placed with multiple departments.

The sexton will arrange the tables for the luncheon and provide any other physical needs.

There will be volunteer hosts from the congregation to help with the distribution of the food. They will package the food that remains for the family to take with them and help with the clean-up.

The following fees will be charged by the church. Please make the payment to St Mark's Lutheran Church.

| | <u>Member</u> | <u>Non/Inactive Member</u> |
|----------------------------------------|---------------|----------------------------|
| Use of the Hall for a Funeral Luncheon | \$ 0.00 | \$ 50.00 |
| Use of the Kitchen | \$ 0.00 | \$ 50.00 |
| Sexton's Fee | \$ 100.00 | \$ 100.00 |

Welcome to our Facilities

We hope you find our Myers Hall accommodating to your needs. The congregation maintains these facilities with a limited budget so it will be greatly appreciated if the condition and cleanliness of the area after your use are much like you found them. In the spirit of good stewardship, here is a list of things we ask you to do in using the facilities:

1. Alcoholic beverages and recreational drugs are not permitted on the grounds. The use of tobacco products is allowed only in the designated areas.
2. Please feel free to arrange tables and chairs to accommodate your needs. To save on the wear from setting up and tearing them down, we ask that they remain where you used them. However do not have furniture placed in front of doors where they may limit access.
3. If you are using the kitchen area...
Wash all utensils, pots, and dishes and returned to their place
Clean the counter tops
Turn off all burners on the gas stove and clean off any spills or splatters
Take all of your items in the refrigerator or freezer with you
If linen dish cloths and/or towels are used, please launder them and returned in timely fashion
4. Report any equipment that did not function properly and any damage done below. You will be expected to pay for damage caused during your use of the facility.

Once again, thank you for considering our facilities for your needs. Our congregation considers this opportunity in which God's gifts can be shared with many. Blessings in the days to come.

The Property Committee in behalf of the congregation of St Mark's Lutheran Church -

Comments/Damage Report: