

Welcome to Martha Ministry at St. Joseph's Church. We are a parish hospitality and bereavement ministry, offering funeral receptions in the Rev. James A. Schwartz Learning Center or smaller groupings in our Gathering Space. Our goal is to provide you with a comfortable way to gather with your family and friends to remember your loved one and continue the celebration of their life following the funeral Mass. It is our privilege to assist you at this time.

You may have questions about what we can offer. This sheet should get you started. Any other questions can be answered when you talk with the Martha Ministry coordinator assigned to your reception.



Capacity of Rooms: The Learning Center seats approximately 100. The Gathering Space can accommodate approximately 40. There is no charge for use of the space.

Room availability: On most occasions, either space can be available for your family and friends for up to 2 hours, following Mass or the visit to the cemetery.

Handicap Accessibility: There is a lift elevator located in the Gathering Space that leads to the Learning Center.

Restrooms: Located at either side of the main entrance of the Church or in the Learning Center corridor.

Set up of rooms:

Learning Center: Up to 12 round tables which sit eight comfortably, but often take ten. One (if doing only desserts) or two (if doing lunch) long tables for the food. Drinks will be on a separate table along the wall near the kitchen. We use plastic tablecloths and utensils and paper napkins.

Gathering Space: 6 small/tall café tables, 2 couches and several occasional chairs – we can add up to 25 chairs for some extra seating. This space is more appropriate for a simple baked goods and coffee/juice reception.

Kitchen abilities: We are able to refrigerate items, but do not have an oven for cooking or keeping things hot. If you prefer hot food, please have it delivered very close to time of serving. Also, when ordering hot entrees, you will need to have your caterer deliver and set up the food, providing a way keeping it hot. It's best if they can stay through the serving time.

Provided by Martha Ministry (no charge):

Beverages of your choice: coffee, tea, juice, soda, water. Ice.

Baked goods: cookies, muffins, brownies, etc.

Three to four hosts/hostesses to set up, provide hospitality and clean up

Lunch options: Lunch, if desired, needs to be ordered and delivery to St. Joseph's arranged. You need pay for this in advance directly to the caterer. Some good options are **Wegman's** (Penfield store on 250/441), **Leo's Bakery/Deli** (East Rochester), **Joey's** (Penfield 441) or **Bocaccini's Italian Bistro** (6720 Pittsford Palmyra Rd Fairport). Any leftover food will be packaged up for you to take home.

Numbers: It is always difficult to estimate how many people will come to a funeral and how many of those will stay for the reception. Our experience suggests that if there have been calling hours and if you go to the cemetery in between, roughly half of the people at the funeral will stay. On the other hand, if you are not having calling hours, most people will come over directly from Church to greet you. If it's important to you to have an abundance of food, estimate higher than what you think. If you are going to the cemetery, let us know if you would like us to hold back some food trays for those who come back from the cemetery with you or if you would like your guests to begin lunch. Depending on how far the cemetery is, it may be 30-40 minutes before you return back to St. Joseph's for the reception.