



Policy Name:  <p style="text-align: center;"><b>REMEMBRANCE TEA (BI-MONTHLY)</b></p>	Policy Number:  <p style="text-align: center;"><b>0406</b></p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date:  <p style="text-align: center;"><b>September 2, 1996</b></p>
Reason for Revision: <span style="color: gray;">Click on item below and select item from list.</span>  <p style="text-align: center;"><b>CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</b></p> <p style="text-align: center;">Reviewed. No changes made.</p>	Date Revised:  <p style="text-align: center;">August 5, 2022</p>  Next Date for Review:  <p style="text-align: center;">August 5, 2025</p>
Section: <p style="text-align: center;">Section 04 - Loss, Grief and Bereavement Support</p>	Page No:  <p style="text-align: center;"><b>Page 1 of 2</b></p>

## Policy

---

The Salvation Army Agapé Hospice will hold a tea following the Remembrance Services to encourage fellowship and support for those participating. Refreshments will be offered.

## Procedure

---

1. The Spiritual Care Coordinator is responsible for the organization and planning of the tea, in consultation with the Bereavement Coordinator and the Volunteer Program Coordinator.
  - 1.1 In preparation the Spiritual Care Coordinator will:
    - a) Set dates for the Remembrance Services (Bi-monthly, usually the last Thursday of the month).
      - inform Food Services Coordinator of date and menu, providing an Event Requisition;
      - arrange dining room set up with Maintenance, Food Services Coordinator and laundry;
      - arrange chapel set-up (chairs) with Maintenance by sending a Service Request;
      - receive RSVP's.
  - 1.2 Work with the following:
    - a) Receptionist:
      - to confirm date and time;
      - to prepare invitation list;
      - to send invitations;
      - to create candle labels.
    - b) Volunteer Program Coordinator to confirm volunteer support.



Policy Name:  <b>REMEMBRANCE TEA (BI-MONTHLY)</b>	Policy Number: <b>0406</b>
	Date Revised: <b>August 5, 2022</b>
	Page No: <b>Page 2 of 2</b>

2. Three days before the service, the Spiritual Care Coordinator will confirm with the receptionist the number expected from responses to RSVP's and inform the Food Services Coordinator of the expected number of attendees.
  
3. The evening of tea, the volunteer designated to hospitality will check with Food Services re:
  - cups/saucers/water glasses;
  - tea/coffee/ice water;
  - creamers/sugar/spoons;
  - sweets;
  - table set up, with table cloths, in dining room.
  
4. Following the Remembrance Service:
  - The Spiritual Care Coordinator will invite all attendees to the dining room;
  - Visitors may sit throughout the lounge;
  - Employees and volunteers are encouraged to provide informal support to families;
  - When a family requests to see a specific room or area, the Spiritual Care Coordinator, Volunteer Program Coordinator or volunteers may accompany family to the second floor.
  
5. Following the Tea:
  - a) The Volunteer Program Coordinator and designated volunteers will clean up area:
    - dishes/cloths/etc. to be returned to the kitchen;
    - left over food to be disposed of properly;
    - tables put back in proper places.
  
  - b) Maintenance to put chairs away in chapel by next morning.