

Memorial and Funeral Services at First Church

Cost: There is no charge to First Church members for the use of a worship space, family room and reception room.

Honorariums are traditional thank you gifts to the pastor, organist/pianist, and soloist(s). They are not required but are appreciated. The suggested ranges are as follows: Pastor – between \$300-\$500; Organist -\$200-\$300; Soloist- \$100 - \$200. Checks (made out to the individuals) or cash may be given directly to those people or to the staff coordinator. Please put check or cash in an envelope with the name of the recipient on the front. If a funeral home is involved, they can do the checks for you.

Funeral Home: Please inform the staff coordinator if a funeral home will be involved in the service, along with any contact information for the funeral home you may have. Generally, funeral homes must be involved if a casket is brought to the church, but it's quite common to have services without a funeral home's involvement when the deceased has been cremated or the burial has been done before the service.

Casket pall/Urn pall: If the family would like the casket or urn to be in the church during the service, a Christian pall is available by request. No other type of covering (such as a flag) may be used. Flowers may not be placed on top of the pall.

Inurnment in Columbarium: If the deceased has purchased a niche in the church's Columbarium, it is common, but not required, to do the inurnment about 30-45 minutes before the service. That will need to be scheduled with the pastor.

Graveside Services: If there will be a burial and the pastor is requested to do a graveside service, you will need to let the pastor know so he/she can work with you and the funeral home to schedule it, either as a stand-alone service or before/after a memorial service.

Order of Worship & bulletins: The family will need to meet with the pastor conducting the service to plan the order of worship (hymns, scriptures, remembrances, etc.). The church will provide bulletins for the service, which are text only. Funeral homes usually offer programs that can include a photograph. If you opt to purchase those, they will be inserted into the bulletins.

Music: Secular music is not permitted during services but may be played during a reception. If the family would like to have a soloist, it's helpful to request that early in the planning process. We are fortunate to have many talented vocalists available, or you may engage a soloist of your choosing. Musical selections such as hymns and solos are discussed and finalized during the family meeting with the pastor.

Floral arrangements for the front of the sanctuary or chapel may be ordered by the family but are not required. The church does not display images or photos within the worship space, so shaped arrangements (such as a heart-shaped arrangement) would need to be displayed outside the sanctuary or chapel. Sanctuary: Two arrangements needed. Chapel: One arrangement only. All containers are sized J-7 and any florist may be used. It's helpful to know when the arrangements are scheduled to be delivered so our receptionist is aware.

Gifted flowers and plants are displayed outside the sanctuary or chapel. If desired, a photo or portrait may also be displayed by the guestbook registry on an easel or pedestal. If a reception is held in the church, those will all be moved to the reception area during the service. The family will need to decide if they would like to keep all or some of the floral arrangements. That can be decided anytime before the family leaves.

The church can provide a small, simple **guestbook** if the family is not purchasing one from the funeral home or store. Please let the staff coordinator know your preference.

Greeters will be provided at church entrances, guestbook stations and in key locations to help attendees with wayfinding.

Family Meeting Room: We will need to know approximately how many family members will be sitting together in the service so the church can reserve an appropriate number of pews and provide an appropriately-sized family room to meet in before the service. Generally, the family will be asked to be in the family room 30-45 minutes before the service is scheduled to start.

Receptions for larger services may be held in Stephenson Hall. The atrium is also available but is best used on Fridays and Saturdays when regular meetings and classes are not scheduled. Smaller services will also have the option of using Miller Library for receptions. Cookie receptions are provided by the Board of Deacons. This includes an assortment of cookies made in our kitchen, hot coffee and tea, citrus-infused water and punch. **Additional food** may be provided by our kitchen for a per person cost (make check payable to First Church), or by another licensed caterer, who will need to provide proof of liability insurance to our Business Office.

Slideshows, videos, and memorabilia: The church does not show these during the actual service, but we can play a video or slideshow at the reception which will need to be uploaded onto a thumb drive. You may also request to have memorial tables available to display photos, memorabilia, etc.

Videos and Livestreaming: The church can provide a tripod if a family member would like to video the service with their own device. For updated information, contact Kathy Wilson.

Parking: We will reserve the south parking lot, which has a covered entrance. After that is full, people can park across the street in the Powerhouse parking lot and on the street.