

Memorial Service Guidelines

Revised January 26, 2010

Memorial Services

The church will provide our facilities without charge, plus a \$100 sound set-up fee, for memorial services of a church member, regular attender and the *parent* or *child* of a church member or regular attender. Any outside group will be charged the sound and set-up fee plus a facilities use fee.

All memorial services should be scheduled to occur on a weekday. Saturday and Sunday services are **strongly discouraged** due to limited staffing availability of Campus Services, Tech Department, Deacon Bereavement Committee and the Alongside Ministry—**Note: Alongside staff are not available for evening or weekend services.** Recommended times for memorial services are 10:00 a.m., 2:00 p.m. and 3:00 p.m.

Alongside Ministry team members are available to assist pastors and families for memorial services. They need to be informed immediately of a pending service and need to attend the pastor/family planning meeting. They are also available to support the family on the day of the memorial service for those who have no FEFC affiliation (outside group) and are only using our facility for a memorial service.

The FEFC pastor who is officiating at the memorial service and his administrative support staff are responsible for planning and preparation of all elements of the memorial service. *Alongside* team members are available to support them at this time. Phone calls will be directed to the Pastor On Call (POC) from people who have no church affiliation (outside group) and request a pastor to officiate at a memorial service. *If the POC is not available to officiate at the service, it is his responsibility to find a replacement.*

Pastoral approval and sponsorship is required prior to making a facility reservation for those who have **no FEFC affiliation (outside group)**. A direct email from the approving pastor to Patti Matterson will serve as an official sponsorship. Upon pastoral approval, facilities are available for a memorial service **ONLY—no reception** to be held at FEFC. No memorial program bulletin will be prepared by our support staff. *Alongside* is available to assist the family on the day of the memorial service only.

Summary – Memorial Service Initial Point of Contact: Determine first if the caller is a church member, regular attender or is from an outside group...

<i>Then determine if caller has...</i>	Church Member Or Regular Attender	Outside Group
A specific FEFC pastor of choice	If yes, refer to that pastor	Refer to POC
No pastor of choice	Refer to POC	Refer to POC

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Facilities Use Fee and Sound and Set-up Fee

Items included in the facilities use fee are: room rental, tables, chairs, guest book stands, easels and sound equipment. Tablecloths are available/provided with a cleaning fee per tablecloth.

PowerPoint or video may be supplied by the family. The church does **not** make powerpoint presentations or videos. Presentations need to be given to tech dept. in advance.

A mandatory \$100 sound and set-up fee is required in addition to the facilities use fee. This fee is required to compensate for the time taken away from the tech crew's on-going responsibilities.

- Church members and regular attenders will not be charged a facilities use fee, but **will be charged for the sound and set-up fee.**
- Outside groups will be charged the member-rate facilities use fee **and** the sound and set-up fee.

Facilities Use Fees are as follows:

Room/Item	Cost
Worship Center	\$550
Chapel	\$175
Choir Room	\$70
Prayer Room	N/A
Fireside Room	\$85
Fireside Room Kitchen	\$55
D-Amphitheater	\$150
D-Gym	\$300
Gym Kitchen	\$75
NC/120	\$85
NC/190	\$175
NC/190 Kitchen	\$40
Cost to clean table cloths:	
Linen Round	\$5.50 ea.
Linen Rectangle	\$5.50 ea.

Memorial Receptions

Memorial receptions are limited to church members, regular attenders and the parent or child of a church member or regular attender following a **weekday** memorial service held at FEFC. Memorial receptions are not offered to those who have no affiliation with FEFC (outside group). The Deacon Board Bereavement Committee is available for memorial receptions (at no cost) of church members, regular attenders and the parent or child of a church member or regular attender (no outside groups) following a **weekday** memorial service at FEFC.

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Light refreshments consisting of beverages and finger food desserts (small bars; cookies; brownie bites, no cupcakes, please) may be served . The Deacon Board Bereavement Committee will provide four* people to set-up, clean-up and to serve light refreshments. **Note: Cookies are provided by the family’s adult fellowship or by the family.** The Bereavement Committee will provide all paper goods/plastic ware, coffee, tea and punch. *An additional 3–4 people from the family’s adult fellowship may be required to assist the Bereavement Committee at receptions attended by more than 225 guests.

Although it is discouraged, families (or adult fellowships) who *firmly* desire to have a luncheon reception, and are member or regular attenders are **responsible to provide the food, the cost of the food and/or full-service caterer. Food for luncheon receptions will consist only of pre-prepared sandwiches, cut raw vegetables or fruit, salads and cookies and must be presented on disposable trays.** The Bereavement Committee may request, as necessary, additional servers from the adult fellowship to serve at luncheon receptions.

Summary of Fees and Services Provided:

Item	Member	Regular Attender	Outside Group
Saturday or Sunday Memorial	No Sat./Sun. Service	No Sat./Sun. Service	No Sat.Sun. Service
Pastoral Approval/Sponsorship	N/A	N/A	Yes
Tablecloths	Yes	Yes	Fee
Cookies, small bars, brownie bites (NO cupcakes)	AF Class or Family Provides	AF Class or Family Provides	No
Coffee/Tea/Punch/Paper Goods	Yes	Yes	N/A
Luncheon Reception (<i>consisting only of prepared sandwiches, cut raw vegetables or fruit and cookies presented on disposable trays</i>)	AF Class Family Provides	AF Class Family Provides	N/A
Alongside Ministry Support	Yes	Yes	Yes
Memorial Program Folder	Yes	Yes	No
Powerpoint/ video	No	No	No
Facility	Yes	Yes	Fee
Sound and Set-up	\$100	\$100	\$100
Additional adult fellowship support (3–4 people) for receptions attended by more than 225 guests.	Yes	Yes	N/A