

Memorial and Funeral Services Fees

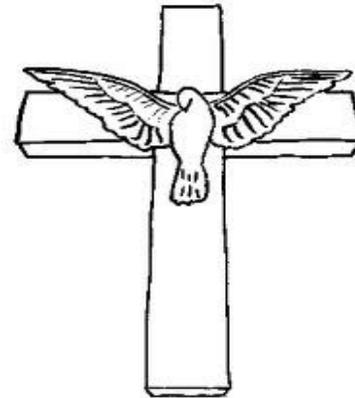
Clergy (<i>suggested honorarium</i>)	\$200
Organist	\$150
Soloist	\$100
Audio Visual includes Soundboard Tech.....	\$50
..... non members:	\$100
Funeral Committee (<i>suggested honorarium</i>)	\$100-\$200
Funeral Bulletin Assistance (basic).....	no charge
(<i>Customized with pictures, graphics, etc.</i>)	\$50
Custodian.....	Fee Range \$80-\$175
Depending on number of guests:	
Fee Schedule: <u>up to 100 guests</u> —	\$80;
<u>100-200 guests</u> —	\$125
<u>200 and over</u> starting at \$175 depending on size	
<u>Weekends</u> add additional \$50	
Evening Visitation-Building Usage & Security possible with funeral home attendance.....	\$200



In

*Loving
Memory*

Guidelines for Memorial and Funeral Services



St. Stephen's Lutheran Church
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West St Paul MN 55118
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Services on the Occasion of Death

At a person's death, the church shares the grief of those who mourn and remembers the brevity of life on earth. At the funeral we give voice to sorrow, thank God for our loved one, and entrust this companion of ours into the hands of God. Trusting in God's promise in baptism that we are claimed by Christ forever, we rest in the sure hope of the resurrection. When the church gathers to mark the end of life, Christ crucified and risen is the witness of worship, the strength of mutual consolation, and the hope of healing. *(From the Evangelical Lutheran Book of Worship)*

Planning the Service

One of our pastors will meet with the family to plan the service. At this planning session we will select music, develop the bulletin, and set the tone of the worship time including sharing of remembrances. One member of the family will be designated as the contact person for the arrangements and will be given the name and phone number of our Funeral Committee Chair.

Please note: the church facilities are available to all members of the congregation. Services for non-members may be permitted within the church property at the discretion of the clergy.

Interment

Burial arrangements are to be made with the funeral director or cemetery.

Casket/Urn

Ordinarily, if a casket is to be present during a service in the Sanctuary, it will be placed in the front of the Sanctuary. The casket will be covered with the church pall. The casket may be open for visitation before placement in the Sanctuary. Such a viewing can be accommodated in the Narthex, Fellowship Hall, Chapel, or Sanctuary. (There will be no open casket during the service). When cremated a Funeral Director is generally not available at the Church for the funeral to direct friends and family during the visitation and funeral. The Family therefore should

choose a person or persons to be responsible for this function. In addition the family will be responsible for collecting and safeguarding memorial cards, the placement of flowers in the Sanctuary, lighting of the altar candles and passing out bulletins.

Flowers

Flowers may be ordered from the florist the church uses or the family may contact a florist of their choice. Flowers will be disposed of if left at the church.

Reception

Immediately following the service/interment, members of St. Stephen's Funeral Committee may host a reception in the Fellowship Hall as requested by the family. The food arrangements are the responsibility of the family. If a meal is desired, the family is responsible for arranging this with a caterer and for the expense. The Committee will provide names of caterers if desired. The Funeral Committee will set up, serve and clean up and also provide coffee and lemonade. The family is requested to bring in containers for any leftover food and is responsible for its removal. Leftovers may be donated to sites listed on the enclosed form.

Family

Reserved seating for the family is set aside by the funeral director in the front pews of the Sanctuary. All others who attend are encouraged to be seated beginning at the front of the Sanctuary (behind the family.) Ten minutes prior to the service, the family will meet with the pastor in the Lounge, for a brief prayer and debriefing. The family walks to the sanctuary together, following the pastor, to begin the service.

Memorial Books / Envelopes

It is the custom for funeral homes to supply memorial books and envelopes.

Program / Order of Service

A simple program / order of service will be provided by the church. Musical selections made by the family, in consultation with the Pastor, should be respectful, meaningful and spiritual in content.