



EASTMINSTER

MEMORIAL SERVICES

Precious in the sight of the LORD is the death of his saints. Psalm 116:15

A SERVICE IN WITNESS TO THE RESURRECTION: Giving thanks for the life of your loved one

Memorial and funeral services in our church are services of Christian worship, giving thanks that, though the body may die, eternal life is promised and assured in Christ. These plans should provide for arrangements that are simple and reverent, bearing witness to resurrection hope, and comforting to your family.

FIRST STEPS:

- Contact the Church Office as soon as possible to inquire about pastor(s) availability and to reserve the facilities for the funeral (Sanctuary, Fellowship Hall, Parlor and/or Memorial Garden).
- Collect the funeral and memorial service policy and have the staff notify the Organist, Sexton and Memorial Guild (if needed for a reception) as soon as a date and time are set.
- Do NOT purchase an urn if your loved one is to be placed in our columbarium. We have urns for purchase which fit properly into the space.
- Have your chosen Memorial Home contact the Church Office and minister as soon as possible.

BUILDING

The building will be opened 1 hour prior to the scheduled hour of the service, and closed ½ hour after the service by the Sexton. The Sexton will turn on lights, turn on sound system, set up needed tables or podium, help with placement of flowers, set water in the parlor for the family, and clean after the service.

THE CEREMONY

The service is arranged under the discretion of the pastor. The family is welcome to make suggestions in shaping a reverent service honoring their loved one. Services are Christian, including prayers, Scripture, and sermon. Hymns are encouraged; special performance of worshipful Christian music is welcomed. Plan to meet with the pastor to discuss the service. Bulletins for worship can be produced by the office staff.

FEES AND CAPACITIES OF FACILITIES

Special services tax our facility and staff. They draw the attention of the ministers and program staff away from the needs of the larger congregation, and often require personal time sacrifices (particularly for our pastors). For these reasons, the family is asked to observe the following fee and honorarium schedule:

Payable to "Eastminster Presbyterian Church"

Memorial Service in Sanctuary

Administrative Fee

Member

No Charge

Non-Member

\$50

Maximum seating: 350

Receptions:

Fellowship Hall:

No Charge

\$150

Maximum Capacity: 200 seated / 225 standing

Payable Directly to the Individual Retained

Sexton (required)

\$100

\$100 (\$150 w/reception)

Organist

\$100

\$175

Soloist

\$75

\$75

Honoraria for the Minister(s) Payable Directly

Senior Pastor

Not required

\$200 (minimum)

Associate Pastor
(assisting)

Not required

\$150 (minimum; \$75 if only
assisting)