



Memorial Service Guidelines & Fees

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WELCOME

We at The Community Church of Sebastopol, United Church of Christ are available to assist in the planning of a Memorial Service (a service with no casket present) or a Funeral (casket present) or for you or your loved one.

The Community Church considers a Funeral or Memorial Service to be a service of worship within which people are given the opportunity to worship God as they cope with loss.

The Ministers and Ceremony Coordinators of our church create a service that is respectful of diverse beliefs yet grounded in the Christian tradition of our congregation. Services include hymns, the reading of scripture, words of remembering and prayer. We believe that these services are meant to aid in the healing process by offering words, images, and music of consolation and hope.

The information provided in this document will assist you in making decisions about a Funeral or Memorial Service. We look forward to giving you the best possible guidance in planning your event.

CONTACTS

- Office, The Community Church of Sebastopol: 707.823.2484
- Rev. Dr. Benjamin J. Broadbent, Lead Minister: 719.238.5347

PROCEDURES & POLICIES

Once a death has occurred, Community Church uses the following procedures to work with a family to create a fitting Memorial Service or Funeral:

Upon the death of a family member, one of the Ministers should be notified as soon as possible. A Minister and the Ceremony Coordinator will work with you to plan a service that will honor and celebrate your loved one's life.

Officiating Minister: A Minister will meet with members of the family, along with the Ceremony Coordinator, to plan the service. Family members and others may be invited to share in the service. A minister from another denomination may officiate at the service after the church's minister extends an invitation.

Ceremony Coordinator: The Ceremony Coordinator coordinates all Funerals and Memorial Services held in the church facility.

Music: The Minister and the Ceremony Coordinator will assist in selecting the most appropriate and meaningful music for the service.

- The church strongly support the use of live music over recorded music. If recorded music is used, it must be approved by the Minister.
- It is the church's policy that the church's Organist/Pianist provides the music for all services in the Sanctuary or Chapel. If the family wishes to engage the services of another Organist/Pianist, a bench fee may apply.
- If requested, vocalists or instrumentalists can be arranged by the Ceremony Coordinator. Outside musicians are subject to approval by the Minister.

Flowers & Other Decorations: The Ceremony Coordinator will decorate the chancel area with delivered floral arrangements. Photographs and other meaningful memorabilia can be used in the service or reception area.

Order of Service, Guest Books & Ushers: While Memorial folders are often provided by the funeral home, the order of service will be produced by the officiating Minister. Guest books will be provided by the family or funeral home. The Ceremony Coordinator will assist in coordinating guest book attendants and ushers.

Reception: Receptions following a service can be held in Fellowship Hall or Memorial Hall for additional charge. The Ceremony Coordinator will work with the family and a Reception Coordinator to assist the family in arranging a reception. In some cases, the Ceremony Coordinator will also serve as Reception Coordinator and will receive an additional fee. See the Schedule of Fees on next page.

Audio/Video: A trained Audio/Visual Technician will provide appropriate support for the ceremony. In most cases, a livestream recording can be made of the service which will be available during and after the time of the service through Community Church of Sebastopol YouTube channel.

Payment of Fees: A staff person will provide an invoice to the family, with names of individuals providing services. Fees are expected to be paid on or before the day the service, with checks made payable to individuals. The Ceremony Coordinator will distribute the fees to service personnel on your behalf.

SCHEDULE OF FEES

Basic Professional Services:

Officiating Minister: \$300.00

Ceremony Coordinator: \$200.00

Organist/Pianist: \$200.00*

Audio/Visual Technician: \$100.00 (minimum)

Worship Bulletins: \$50.00 (minimum)

*If the family wishes to engage the services of another Organist or Pianist, a bench fee may apply.

Additional Services:

Reception Host: \$100.00

Reception Food & Supplies: \$100.00 (minimum, if applicable)

Assisting Minister: \$100.00

Soloist: \$100.00

Keyboard rehearsal with Guest Soloist: \$50.00

Video Technician: \$100.00 (minimum)

Custodian/Administrative: \$25.00 (minimum)

Facility Usage:*

Sanctuary: \$300.00 (available 1 hour prior to and 1.5 hours after start of service)

Chapel: \$150.00

Fellowship Hall/Kitchen: \$250.00 (2 hours following service plus ½ hour clean up)

Memorial Hall/Kitchen: \$500.00 (2 hours following service plus ½ hour clean up)

*No Facility Usage Fees apply for active Community Church members. For the purpose of these guidelines, "active member" means at least one member of the immediate family is a Member or Associate Member who has regularly attended worship services and contributed financially to the church during the previous 12 months.