

# St. Bartholomew's Episcopal Church

## Funeral and Memorial Service Planning

### Notes for Planning

We will prepare and layout the bulletin here at the church office. If you want to include pictures of the person who has died, it is helpful to have those in hand when we plan the service, that way they can be scanned and you can see what that will look like. When it comes time to print the bulletin, you will need to bring a pen drive/flash drive/zip drive onto which we can load the bulletin. You can then take that to a place to have the bulletins printed (color printing is best done at a place like Staples). You will want to take the original photos with you as well just in case they decide they want to see those. If this is cost prohibitive, please let the clergy person know and we will plan to do the bulletins in the office. (There may be a fee for the copies, particularly if in color.)

#### *Flowers:*

It is traditional to have flowers behind the altar for the service. You can ask for a member of the parish to do the flowers, or a florist - though we discourage funeral sprays, standing displays, etc. Flowers which fit behind the altar, and perhaps a few loose flowers for the table holding the ashes.

#### *Reserved Seating:*

Immediate family members tend to spend the time before the service in the rector's office, away from those gathering. This is to keep you from being completely spent before the service even begins. The members of the family who will be identified and pulled away as people come in should be included in that group. We will need to have a good idea of how many seats to reserve out in the sanctuary for these folks.

#### *Reception:*

Will you have one? If yes, will it be at the church or another location? Will it be catered at church? If so, caterer must meet with administrator beforehand.

**Fees:** There are some fees involved but not many. They will cover clergy, organist/pianist, administrative support, building use and cleaning service. Current fees can be obtained from the office.

**Snow removal:** In the event of a snowstorm we will ask our contractor to plow the parking lot to make it safe for those attending the service. We will expect reimbursement from you for the snow removal and will notify you of the amount once we receive the invoice.

**Day of planning:**

Flowers: Even if you specifically ask people not to send flowers you will receive some at the service. With few exceptions, we will place those in places around the church, but not at the altar.

Guest book: people appreciate at least being able to sign their name, to let you know they were present. We have a stand that makes that easy for your book. (Plan to bring a book and a pen.)

Ushers: we can provide a list of responsibilities for those serving as ushers. You will want at least one person from your family to help guide family members to reserved seating. If this is a service that many members of St. Bart's are likely to attend, we may be able to provide a few folks to help.

Note cards/at least an address for people to send notes (you can include the address of where to send notes in the bulletin).

Memorabilia/photos? How to display? Stands, etc. need to be arranged and figured out before you arrive for the service.