

# Planning Funeral & Memorial Services at Good Shepherd

*Our deepest condolences for your loss. As you mourn the death of your loved one, we are humbled that you have entrusted us to join you Together on the Journey of grief. When our church gathers to mark the end of life, we will share in your grief, give voice to sorrow, thank God for the life we share, and entrust all things into God's care; proclaiming Christ Crucified and Risen as the source of our mutual consolation and hope of healing. Our staff will work together with you and your family to provide a memorable and compassionate service.*

## **ABOUT THE SPACE**

We hold plenty of space for you and your loved ones here. We can fit approximately 350 guests in our sanctuary, and we can easily accommodate caskets, urns, and flower and picture displays. Our large commons area is ideal for visitations where we have easels, table space, and a digital display available for however you best want to show remembrances of your loved one. Our sanctuary has a grand piano and an organ which can accommodate a variety of musical traditions. Our seating space for lunch receptions is slightly more limited to around 150 persons.

## **PREPARATIONS**

We strive to make funeral and memorial preparations as painless and hassle-free as possible. We are here to help you plan and implement a funeral or memorial service for a loved one. When you call our Church Office after a death, we will schedule a time for one of our pastors to meet with you and your family to share a time and space to talk about your loved one and to make choices regarding the service; at that time our staff will also meet with you to help you arrange a meal or dessert reception following the service if you so desire (you can learn more about meals under the subheading RECEPTIONS below). We are flexible in our preparations, and we can accommodate a wide variety of wishes, songs, images, texts and traditions that your loved one may have left in preparation for their death and burial. Since we are the church we will always emphasize Christ as central to the ceremony, but we are not opposed to other appropriate remembrances alongside this focus. If your loved one did not leave behind scripture or song choices, do not fret! We will be able to help you with suggestions.

## **CELEBRATIONS OF LIFE**

Our facilities are available for Celebrations of Life, or other gatherings that do not require a pastor present. Please contact the church office for more details.

## **THE FUNERAL/MEMORIAL SERVICE**

For funerals, we request a director from a funeral home or the cremation society to be present the day of the service to assist. Funerals and Memorial services can come in all different shapes and sizes. Each service is individually prepared depending on the needs of the family. There are plenty of opportunities for family and loved ones to participate in the

service if they desire, it is also possible for a pastor to lead the whole service or to step in for those that may have nerves or distress on the day of the service.

Many parts of the service are optional and can be discussed with the officiating pastor. A service may include: Three or four songs, Thanksgiving for Baptism, Prayer, Time for Tributes, Scripture, A Message by the Officiating Pastor, The Creed, and a Commendation. Additional elements could certainly be added to this basic outline.

Unfortunately, we are not equipped to perform rituals or rites outside of Christian Tradition such as Masonic Rituals, Military Salutes or other rituals of extra-religious or organizational belief systems in our building. If you or your loved one desire these ceremonies we do not discourage them, but we kindly ask that you host them elsewhere, such as at the graveside. We do provide pastoral presence at the graveside (at no additional cost) if the family wishes to continue Christian Rites in that setting.

### **RECEPTIONS**

We believe it is an important part of the grieving process to eat together. Our volunteer kitchen staff here at Good Shepherd is here for you. If you desire to have a meal or desert reception after the service, our staff will go over our menu options and cost when we meet with you to plan. For non-member receptions the meal will be sandwich fixings of rolls, meat & cheese trays, vegetables and sides. **Our volunteer kitchen staff must be on-site if anything is served from the kitchen.** Unfortunately, our current [Facility Usage Policy](#) does not allow potlucks for church sponsored events such as funerals, as all food we serve must either be catered or made in the church kitchen. However, it is an option for the family to furnish food through an outside catering service.

### **COSTS**

The use of Member or Non-Member pricing shall be determined solely at the discretion of Good Shepherd and its staff. Our fee schedules are set as guidelines, and may be adapted for a case-by-case basis. These costs are solely to cover the labor, building requirements, and basic resources involved; Good Shepherd does not profit from hosting funerals. As a gesture of good faith, in some cases, where membership is within a degree of separation of the family, or because of other close associations with our church body; a discount of \$100 may be applied to the non-member church usage fee, with the remaining pricing set at Non-Member rates. Any such discount is also at the discretion of Good Shepherd and its staff. *(Please reference the final page of this document for our entire fee schedules.)*

### **Member Pricing:**

- Use of Church building is free. (This includes use of space, set up/tear down, black and white bulletin & use of TV for slide show.)
- Bulletin with color Photo: \$50
- Pastor: \$250
- Musician: \$200/or if furnishing own musician: Sound Tech \$50
- Kitchen fee: \$100.

Meals Provided By Good Shepherd:

- \$3.50 per person without desserts
- \$4.00 per person with desserts
- \$1.50 per person for desserts only

### **If the service is on a weekend:**

*We do not usually provide weekend food services, so we encourage food to be furnished using an outside caterer. We may charge an additional weekend host fee of \$15 per hour.*

### **Non-Member Pricing:**

- Use of Church fee: \$500 (This includes use of space, set up/tear down, black and white bulletin & use of TV for slide show.)
- Bulletin with color Photo: \$50
- Pastor: \$250
- Musician: \$200/or if furnishing own musician: Sound Tech \$50
- Kitchen Fee: \$200

Meals Provided By Good Shepherd:

- \$4.50 per person without desserts
- \$5.50 per person with desserts
- \$2.00 per person for desserts only

### **If the service is on a weekend:**

*We do not provide weekend food services for non-member funerals, so we encourage food to be furnished using an outside caterer.*

We may charge an additional weekend host fee of \$15 per hour.