**Funeral Arrangements**

Forest Hills United Methodist Church

Forest Lake, MN

Forest Hills United Methodist Church Funeral Policies and Procedures:

**Pastor Responsibilities:**

* Will meet with the family and the funeral home
* Will determine the schedule and venue for visitation, internment, and funeral service
* Will talk to the family regarding music, musician, and soloist preferences
* Will contact the church administrator and relay all of the above information
* Will ask the family about food preferences and service (numbers to prepare for)
* Will ask the family if the nursery will be needed
* Be a liaison for the family with the funeral home and at the church
* Order flowers for the family from the church (if the deceased is a member of the church)
* Church Administrator Responsibilities:
* Will contact the funeral coordinator with service details
* Will contact the service team coordinator to inform the church members of the death
* Will contact the UMW kitchen coordinator
* Will talk to the UMW kitchen coordinator and relay information about how many people are expected and what the food preferences are
* Will contact the custodian
* Will contact the organist, pianist, soloist, and any/all other musicians needed
* Will contact someone to run the sound board
* Will contact the nursery coordinator if it is requested/needed for the funeral
* Will produce the bulletin

**UMW Kitchen Coordinator Responsibilities:**

* Will arrange for set-up and take-down of the tables and chairs
* Will coordinate volunteers for bars and food preparation

**Custodian Responsibilities:**

* Will ensure that the church is clean prior to the service and after the service

**SCHEDULE OF FEES**

 All applicable fees are due and payable to the appropriate parties no later than the time of the wedding rehearsal. Checks are to be made out separately and monies given to the wedding coordinator for distribution.

**BUILDING:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Members  | Non-Member  | Non-Member with a Guest Pastor |
| Sanctuary Rental | none | $200 | $400 |
| Fellowship Hall  | none | $150 | $300  |
| Use of kitchen | none | $100\* | $200\* |

\* Negotiable dependent upon type of use, i.e.: time, utilities, etc.

**HONORARIA:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Members  | Non-Member  | Non-Member with a Guest Pastor |
| Forest Hills Pastor | $150 | $200 | none |
| Custodian | $150 | $175 | $175 |
| Sound Technician (Based on 1-hour) | $100  | $150  | $175 |
| Bulletin Design | $30 (plus printing) | $40 (plus printing) | $60 (plus printing) |
| Musician | Ask about individual specific rates | Ask about individual specific rates | Ask about individual specific rates |

**MEALS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Members  | Non-Member  | Non-Member with a Guest Pastor |
| Meal Prep & Serve | Cost of Food\* | Cost of Food\* | Cost of Food\* |

* Free will donation for service of food.

**PERTINENT INFORMATION**

**Sanctuary:**

* The Sanctuary seats approximately 225 people comfortably.
	+ Sanctuary Furniture available:
		- Guest book stand
		- 2 altar tables
		- Podium
* Forest Hills Church asks that all food and drink items remain in the kitchen/fellowship hall area or in the lobby.
* The custodian will clean the church before the funeral and after.
* Sanctuary Visuals cannot be changed, but decorations or other items may be added to the front of the Sanctuary.

**Musicians:**

Compensation for musicians is on an individual basis. Payment is due at the time of rehearsal unless requested sooner by the artist. If requested, the church can supply names of pianists, organists and soloists.

* Plan a separate time before the funeral to meet with any sound or music technicians.
* As music selections are made, please remember the Pastor may ask for copies of any lyrics.
* The Worship Director are available for help in deciding on music selections.