



## Funeral/Memorial Service Planning

Please contact the church office for more information at 651-777-7451 or stmarks@stmarks-nsp.org.

**Visitation:** Usually takes place prior to the funeral/memorial, either the night before at the funeral home or an hour before the worship service at church, sometimes both. If the visitation is held at St. Mark's, it will take place in the Narthex/Sanctuary, one hour prior to the service.

**Service:** Services are scheduled based upon the availability of space and the pastor's schedule.

**Interment:** This is when we lay the deceased to rest at a cemetery, which may immediately follow the luncheon, or immediately follow the service, or at a future date. The funeral home will help with these plans.

**Worship Planning:** This will take place during a meeting with the pastor typically after you have been in contact with the funeral home. The office staff at church will create and make the bulletin for the service in consultation with the pastor.

**Music:** Music for the service will be provided by St. Mark's staff musicians. St. Mark's does not allow pre-recorded music (CD's, iPod, etc.) of any kind, during the worship service. This also applies to accompaniment to soloists.

**Photo/Video Display:** There are tables available for tri-fold panels and photos in frames. The family/loved ones are responsible for setting up and taking down these displays. A slideshow may be displayed during the visitation and following the service in Rees Hall during the luncheon. We do not use our video screen during funeral/memorial services.

**Luncheon:** The Caring Hands Ministry of St. Mark's is available to prepare and serve the gathered community in Rees Hall at St. Mark's. Cost is about \$8 per person. A minimum of 48-hour notification is required to order food and find volunteers. For safety reasons, all food (except bakery items and desserts) must be commercially prepared. No alcohol may be consumed or served in the church.

<b>Standard Luncheon Menu</b>	
<ul style="list-style-type: none"> <li>• sandwiches (ham and turkey, cheese, and buns)</li> <li>• pickles</li> <li>• salads (baked beans, pasta salad and mixed fruit)</li> <li>• potato chips</li> </ul>	<ul style="list-style-type: none"> <li>• bars</li> <li>• coffee, lemonade, water</li> </ul> <p style="text-align: center; font-style: italic; margin-top: 10px;">Adjustments can be made to this menu with sufficient notice.</p>

**Fees for Services provided by St. Mark's:** You will be sent an invoice for items not covered by your funeral home. (Items covered by the funeral home vary. Please check with your provider.) If you are not using a funeral home, all charges will be invoiced directly to you.

Pastor	\$200
Organist/Music Leader*	\$175
Soloist	\$125 (if requested and arranged by St. Mark's)
Funeral Host	\$ 75 (If a funeral home isn't involved, this fee is \$125)
Sound Technician	\$ 75 (to operate sound technology for the service)
Bulletins	\$5 per 25 (black and white) or \$15 per 25 (color)
Luncheon (optional)	\$25 admin fee plus the cost of food