UPDATED GUIDELINES FOR MEMORIAL/FUNERAL SERVICES (4/2021)

The following guidelines have been developed to enable everyone to understand the procedure followed for Memorial/Funeral Services.

The celebration of eternal life, as we call all memorials/ funerals, is a time to remember that we come from God, we celebrate the gift of life, and we return to God. As such, Christ is always in the center and the reason we celebrate the eternal life of the ones we love.

We take our charge seriously to support and care for the bereaved. We consider this a holy calling. We are grateful that you have chosen St. Mark’s to help you honor your loved one and celebrate God’s gift of eternal life.

The first section of these guidelines is to provide a list of services that St. Mark’s Lutheran Church can offer in support of the family and friends of a person who has passed on to life eternal.  Spiritual support for all of God’s people at the time of the loss of a friend or loved one is a vital part of our church’s mission.

We stand ready to provide the following services at the time of a death. Please note that members of St. Mark’s are entitled to certain benefits. However, we will do our best to accommodate all circumstances.

1. The use of our church facilities to hold a Memorial/Funeral Service arranged by our Pastor in consultation with the family of the deceased. The church office phone number is (619) 427-5515.
2. The church will prepare and print a basic worship bulletin for the Memorial/Funeral Service.
3. The Pastor will contact and meet with the bereaved family.  If the family desires, Jacobson Hall may be used to hold a gathering after the Memorial/Funeral Service.
4. Funerals/ memorials for church members can include coffee, lemonade and cake (or cookies) as part of the service. Any additional food and paper products (plates, utensils, etc.) must be supplied by the family of the deceased.
5. Non-members will be asked to provide the refreshments and paper products for this fellowship time.
6. The Pastor will meet with the family to create the service.
7. If possible, the Pastor will notify the congregation of the death of a member and of arrangements for the Memorial Service at worship services and through our email newsletter and use of the “Prayer Chain”.
8. St. Mark’s will provide an organist /pianist for the Memorial Service. Since this requires additional time for the organist/ pianist, there will be an additional fee for both members and non-members.
9. An audio technician can be provided.  Audio recordings of the Memorial/Funeral service may be available.

**Funeral/ Memorial Fees**

 **Member Non-member**

**Worship Space** $0 $50

**Organist**                     $200 $200

**Pastor**                        $0 $250

**Funeral coordinator**  TBD TBD

**Reception coordinator**  TBD TBD

**Custodian**     $0 $50 +$75.00 if reception

**Audio/Visual Tech**  $50           $100

It is customary that all fees be paid on or before the date of service.

Fees to musician, AV Tech and pastor (for non-members) should be paid directly to the person performing that duty. Pastor will supply name of person.

For non-members, please make check for worship space payable to *St. Mark’s Lutheran Church*.

(4/21)