

# West End Church Pastoral Care Funeral Policies and Procedures

## Policy:

- We ask that you try to not have services on Sundays or Holidays. Sundays are difficult due to the extent of use our multiple worship services. Most holidays, the church is closed and the buildings are locked. This does not mean it is impossible to use the facilities, only very difficult. If there is no other option, we will try to make it happen (NO PROMISES)!
- Music Selections and Order of Service must be approved no less than 24 hours before the service.
- The service is generally best received by the guests if it does not exceed one hour.

## Procedures:

- Printed Programs
  - Programs can be printed by WEC however, all information including; Order of Service, photographs, and any additional information you wish to be included in the program, must be given to Pastoral Care Staff no less than 24 hours before the service.
- DVD Slide Show
  - If you desire to do a power point presentation of family photos, the Pastoral Care office must have the slide show presentation 24 hours before the service for approval and it should be in a DVD format or on a USB drive.
- Memorial Table
  - Two six foot tables, with black skirted table cloths, will be placed in the lobby for guest book, memorabilia and/or photographs. If you do not want the tables, then please let us know ahead of time.
- Flowers and Plants
  - Flowers and plants from Florists can only be received on the day of the service; they cannot be accepted the day before. All flowers/plants must be removed from the church at the close of the service or reception. Any flowers left will be discarded

## Honorariums

Separate envelopes addressed to each recipient that you would like to receive an honorarium can be given to Pastoral Care Staff on the day of the service. We will distribute to the appropriate people for you.

These are only Suggested Honorariums. You may chose to pay more or less:

Musician - \$150    Vocalist - \$150    Minister - \$200    Sound \$150

## Receptions

- Pastoral Care will provide the following:
  - Chairs, tables (rounds or 6ft), and serving tables