

## **Planning a Memorial Service at the South Britain Congregational Church**

693 South Britain Road, Southbury, CT 06488

<https://www.southbritainchurch.org> 203-264-5890

### **THE MEETINGHOUSE**

Our seating capacity is 250 people, which includes seating in the balcony. Please note that the church is not air conditioned, and restrooms are located across the street in the Parish House.

### **THE MEMORIAL SERVICE OR FUNERAL**

The Pastor is responsible for the planning of all services. We also have several other ordained ministers who are associated with the church and perform services here. We will work with you in making the arrangements, including but not limited to the date and time of the service and reception, who will participate, and other details.

### **THE MUSIC**

Jenny Li, Music Director and Organist at the South Britain Congregational Church, is responsible for all arrangements regarding music planned for our services. The pastor will inform her of the music selected by the family for the service.

### **FLORAL ARRANGEMENTS**

Many services at our church have two arrangements, one at either side of the pulpit. We have candlesticks which may also be used. Please let us know when the flowers will be delivered. The flowers may be left in the church for the Sunday worship service, or you may take them with you. Please let us know if you plan on leaving the flowers so that we may make an appropriate acknowledgement on Sunday.

### **RECEPTION**

Our Hospitality Committee is pleased to host memorial service receptions upon request. This typically includes tea sandwiches, hors d'oeuvres, desserts, coffee, tea and juice. Families that would like to serve a full hot meal instead typically bring in a caterer. Fees for a reception depend on the number of people attending and food selection, and will be discussed with our hospitality committee. If you would like to hold your function at the church, please let us know at the time you reserve the sanctuary. Note that alcohol is not permitted on church property.

### **PARKING**

Our parking lot is across the street from the church. It is large and can be lit at night. Care should be exercised when crossing! Wait for cars to stop from both directions before walking into the crosswalk.

**QUESTIONS or CONCERNS** If you have any questions during the planning of your memorial service, please feel free to call the church at 203-264 5890. Office hours: Monday – Friday, 10:00 a.m. to 2:00 p.m.

## MEMORIAL SERVICE FEES

<u>Active Members and Friends of the Church</u>		<u>Others</u>	
Pastor:	\$300*	Pastor:	\$350*
Church & Parish House::	N/A	Church & Parish House:	\$300*****
Organist:	\$200**	Organist:	\$250**
Soloist:	\$200***	Soloist:	\$200***
Supervisor:	\$100****	Supervisor:	\$100****
_____		_____	
<b>Total:</b>	<b>\$850</b>	<b>Total:</b>	<b>\$ 1200</b>

\*There is an additional fee of \$75 if graveside services are needed.

\*\*If music is to be provided by another musician, SBCC requires that the Organist must approve the person and receive an honorarium of \$100. If another organist is used, they must meet with her for an orientation to the instrument.

\*\*\*A Soloist can be provided, but the fee is not necessary if a soloist is not included.

\*\*\*\*Supervisor to be paid an additional \$25/hour for over 4 hours of total work. If paid by check, they shall be made out as follows:

\*\*\*\*\*If you would like to have our Hospitality Committee provide food for your reception, there will be an additional fee of \$250. If you are providing your own food, there will be no fee, coffee and tea are included in the cost of the Church Campus facilities.

Checks for fees should be made individually and paid the day of the service to the following:

- ❖ Church Rental and Parish Hall – South Britain Congregational Church
- ❖ Pastor – Donna Cassity
- ❖ Organist—Jenny Li (or assigned organist)
- ❖ Supervisor – TBD

REQUEST FOR USE OF THE CHURCH FOR A MEMORIAL SERVICE

Dates and times requested: \_\_\_\_\_

Complete Name of Deceased: \_\_\_\_\_

Deceased Dates of birth and death: \_\_\_\_\_

Names of people involved: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Who is the primary person in charge of this event? \_\_\_\_\_

Active members or friends of the church?      Yes      No

Approximate number of people attending: \_\_\_\_\_

Service to be performed by SBCC Pastor or other? \_\_\_\_\_

Music to be performed by SBCC Organist or other?

(Permission must be given by our Pastor and Organist; honorarium of \$100 is required for our Organist)

Agreed upon fees: Pastor: \_\_\_\_\_ Church & Parish House \_\_\_\_\_

Organist: \_\_\_\_\_ Soloist: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Hospitality: \_\_\_\_\_

TOTAL: \_\_\_\_\_ **Signature of person in charge** \_\_\_\_\_

Approval by our Pastor : \_\_\_\_\_

Approval by our Organist: \_\_\_\_\_