

Planning a Memorial Service at the South Britain Congregational Church

Street and GPS address:
693 South Britain Road, Southbury, CT 06488

Mailing address: P.O. Box 64, South Britain, CT 06487

203-264-5890
www.southbritainchurch.org

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 pastors may be reached at 203-264-5890. There is no fee for the Pastor's services for active church members and friends; a donation is often given but is not necessary.

THE MUSIC

Mr. Wayne Gunther, Organist at the South Britain Congregational Church, is responsible for all arrangements regarding the music planned for our services. The pastor will inform Mr. Gunther of the music selected for the service. If you would like to contact him, he can be reached at 203-910-2131. He can be of assistance in planning for soloists and instrumentalists as well.

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 punch. Families that would like to serve a full hot meal instead typically bring in a caterer. There is no set fee for this reception; families often make a donation to the Hospitality Committee in gratitude for their work.

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: September through June: 9:00 a.m.—2:00 p.m. Tuesday through Friday
July and August: 9:00 a.m.—1:00 p.m. Wednesday and Thursday

MEMORIAL SERVICE FEES

Active Members and Friends of the Church:

Pastor:	N/A
Church use:	N/A
Organist*:	\$200
Supervisor**:	<u>\$100</u>
Total:	\$300

Others:

Pastor:	\$500
Church use:	\$500
Organist*:	\$250
Supervisor**:	<u>\$100</u>
Total:	\$ 1,350

*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 him for an orientation to the instrument.

**Supervisor to be paid an additional \$25/hour for over 4 hours of total work.

If finances are a concern, please speak to the pastor.

All fees are paid at the time of the rehearsal.

If paid by check, they shall be made out as follows:

- ❖ Church – South Britain Congregational Church
- ❖ Pastor
- ❖ Organist—Wayne Gunther
- ❖ Supervisor – TBD

REQUEST FOR USE OF THE CHURCH FOR A MEMORIAL SERVICE

Dates and times requested: _____

Names of people involved:

Deceased _____ Dates of birth and death _____

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

Reception details:

Agreed upon fees:

Pastor: _____

Church Use: _____

Organist _____

Supervisor: _____

Parish House: _____

Signature of person in charge _____

Approval by our Pastor _____

Approval by our Organist _____