

Memorial Service Agreement for Non-Members

In the Presbyterian Church, a Memorial Service is called a "Service of Witness to the Resurrection and Celebration of Life." Thus, in our tradition, we are offering a worship service in the Christian tradition. Offering this service is a ministry, not a business, with servant leaders who are giving of their time beyond the scope of their paid or volunteer positions at our church. The following policy has been developed to help non-church members navigate holding a memorial service at our church.

Memorial Services Offered

- A Service held in our Sanctuary consists of a Book of Common Worship liturgy, Scripture readings, Passage or Life Reflections, and options for music. The building fee is \$400 and we require event liability insurance for a \$130 fee.
- A Graveside Service is held outside without access to the building, regardless of the weather. A liability waiver is required. Last minute movement into the church is not allowed.

Service Personnel

- Officiant: The service of Christian worship requires a Minister to lead it. We can provide a minister for a fee of \$300 for a Sanctuary Service and \$200 for a Graveside Service. The Officiant will work with the family by phone, email, or sometimes in a personal meeting to plan the service. Payment for service must be made at the first meeting or before the memorial service. Alternative ministers will need to be approved by our Pastor and Chair of Worship. Fees for alternative ministers may apply.
- Building Liaison: Our building liaison can work with the family by phone on questions of building use and parking, be on site the day of the service to open/close and clean-up, and monitor parking/road needs. The fee for the building liaison is \$200.
- Accompanist: We may be able to provide an approved accompanist for a fee of \$150.
- Soloist: We can offer some names of soloists whose honorariums are \$150.
- We do not offer Administrative Personnel to receive or arrange flowers, make copies, or prepare bulletins or other memorial items.

Participants

- Family members and/or friends can participate in the service with the guidance and support of the officiant. Readings and reflections may help with closure.
- An estimate of attendees will help with parking and service planning. Our sanctuary can only accommodate 125 people. If the service is expected to be bigger than 125, we cannot hold it.

Other Services

- Receptions may be available as a ministry of our Deacons. Please see their reception policy. **No other reception may be held on the grounds of the church or cemetery.**
- Grave digging arrangement is normally a service of funeral homes. Contact the church office for a referral, if needed. Outdoor chairs and canopy needs can also be arranged with the grave digger.
- The Cemetery Interment fee is a separate charge of \$150, not included with grave digging, and is paid to The Old Scotch Church Cemetery. The cemetery also requires a copy of the death certificate.
- A referral for Tombstone providers is available from the church office.

Payment

- Payment is to be made in person at the church office **at a minimum of ONE DAY before the service.** The office is open Tue-Fri, 9 AM to 1 PM. We recommend you call ahead to the office to be sure someone can receive your payment (503.648.9573).
- Please make out checks to Tualatin Plains Presbyterian Church, unless otherwise specified.

Name _____ Phone _____

Service Date/Time _____ Number of attendees expected _____

FEES WORKSHEET

Indoor Service:	Fee:	Cost for Service:
Building Fee	\$400	\$ _____
Liability Insurance	\$130	\$ _____
Officiant	\$300	\$ _____
Building Liaison	\$200	\$ _____
Accompanist	\$150	\$ _____
Soloist	\$150	\$ _____

Reception:	Fee:	Cost for Service:
Building Fee	\$150	\$ _____
Deacon Fee, up to 50 people	\$400	\$ _____
Deacon Fee, up to 75 people	\$550	\$ _____

Graveside Service:	Fee:	Cost for Service:
Building Liaison (if no officiant)	\$200 (not required)	\$ _____
Officiant	\$200	\$ _____

Total, payable to Tualatin Plains Presbyterian Church: \$ _____

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In addition to the above-listed items pertaining to non-member memorial services, all individuals planning an interment in the Old Scotch Church Cemetery should expect to pay for the following services as applies to their individual circumstances:

- Cemetery Interment Fee of \$150 (required for every interment or inurnment).
- Opening/closing of grave and grave liner, plus any optional canopy, chairs, etc., at graveside service. These are arranged directly with sexton (not associated with Old Scotch Church Cemetery) by the funeral director or family. Costs vary.
- Opening/closing and engraving of columbarium niche, plus optional flower vase, paid to Old Scotch Church Cemetery. Costs vary according to location of niche.
- Engraving and setting of marker. This is arranged directly with chosen independent contractor (not associated with Old Scotch Church Cemetery) by funeral director or family.

-- Approved by session 11.2019