

## **POLICY ON MEMORIAL SERVICES FOR THE COMMUNITY AT LARGE**

Adopted by the Board of Trustees, March 8, 2016

### **A. Purpose**

Chalice Unitarian Universalist Congregation (Chalice) offers the support and guidance of religious professionals to all families who seek to remember and honor the lives of their departed loved one.

### **B. Officiant**

All memorial services must be scheduled in consultation with Chalice's Senior Minister. If the Senior Minister is unable to serve as Officiant, the Senior Minister will select a qualified alternate.

### **C. Music**

Memorial Services at Chalice require a pianist. Chalice's Music Director has the right of first refusal for all memorial services held at Chalice, followed by Chalice's Sunday worship musicians.

If additional musicians or a soloist is requested, Chalice personnel will make such arrangements. If the family requests a musical piece be offered by a friend or family member, Chalice personnel will accommodate this request when possible. These arrangements are not customary, and any additional costs will be born by the family.

### **D. Reception**

If refreshments are desired, the family or other responsible party shall make the arrangements and pay the cost of any refreshments, as well as be responsible for setup and cleanup.

Alcohol is prohibited at memorial services.

### **E. Flowers and Memorabilia**

- Florists' deliveries must be made during office hours unless other arrangements have been made.
- Sanctuary flowers and centerpieces for the reception are the responsibility of the family.
- Personal pictures and mementos may be displayed in the Chapel and on the patio.
- The guest book is the responsibility of the family to provide.
- The church will provide a simple order of service to be handed out at the service.

### **F. Facility Use**

Facility use shall be in accordance with the Building Use Policy.

### **G. Fees**

Memorial Service fees are \$1000 plus \$80 (refundable) damage and cleaning deposit. These fees include rental of the facility, an honorarium for the Officiant, and pay for the audio technician, pianist, and a facilities liaison.

### **H. Senior Minister's Discretion**

Chalice's Senior Minister has the authority to change and waive details of this policy on a case-by-case basis.