

## **POLICY ON MEMORIAL SERVICES FOR MEMBERS AND FRIENDS**

Adopted by the Board of Trustees, March 8, 2016

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### **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.

This policy pertains to Chalice Members and Friends, as defined in our bylaws.

### **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. Alcohol**

The Building Use Policy must be followed with regards to serving alcoholic beverages.

### **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.

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### **G. Member and Friend Memorials**

For memorials of Members, their spouses, and their minor children, as well as for memorials of Chalice Friends, Chalice shall provide at no cost:

- Services of the Officiant, pianist, and audio technician
- Three hours of facility rental
- Setup and basic cleanup
- Cookies, coffee, and tea (or similar)

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

### **H. Member Immediate Family Memorials**

For memorials of immediate family of Chalice Members (parents and adult children), Chalice shall provide at no cost:

- Three hours of facility rental
- Setup and basic cleanup

The family shall pay the Officiant an honorarium at the established rate and pay the costs of the audio technician and pianist.

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.

### **I. Member Extended Family Memorials**

For memorials for Members' extended family, Chalice shall provide the facility at the member donation rate for facility usage. The family shall pay the Officiant an honorarium at the rate established by the Unitarian Universalists Ministers Association and pay the costs of the audio technician, pianist, and facilities liaison.

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.

### **J. 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.