

First Parish in Concord

MEMORIAL SERVICE AGREEMENT

BASIC INFORMATION

Memorial service for (deceased) _____

Birth date ____/____/____ Deceased date ____/____/____

Date and time of service _____

Sanctuary _____ Chapel _____ Offsite/other _____

Officiating minister _____

Next of kin, phone, email, relationship _____

Family contact person, phone, email (if different) _____

Family member to inform of memorial donations, email (if different) _____

Is there a funeral home involved? _____ If so, which one? _____
(If there is no funeral home involved, additional sexton staff will be required.)

If there is a funeral home involved, will they do both traffic and ushering? _____

How many people do you expect to attend? _____

Will there be a memorial reception at First Parish? _____
(Please speak directly with the Memorial Receptions Coordinator about set-up, refreshments, etc. Please also see Memorial Service Fees.)

Will First Parish make and supply the orders of service? _____ If not, who? _____

How many orders of service? _____

Will there be a photo on the front cover of the order of service? ____ In color? ____

How many people will sit with the family? _____

Do you want to leave the flowers at First Parish for the Sunday Service? _____

Our organist is part of the service. Do you have plans for additional musicians? _____
(Please see Memorial Service Fees.)

Would you like the service to be audio recorded? _____
(If so, a paid assistant will be required to run the sound system.)

Other needs _____

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Please indicate your plans using this checklist.

FEES – SERVICE

- SANCTUARY \$400 (may be waived for members)
- CHAPEL \$200 (may be waived for members)
- MINISTER \$500 (honorarium, may be waived for members)
- ORGANIST
 - \$300 (includes one consultation)
 - \$75 additional for rehearsal with a soloist
 - There may be an additional charge for special musical requests. _____

First Parish in Concord abides by all guidelines of the American Guild of Organists, including the stipulation that our sitting organist/pianist shall be offered first refusal on all weddings and services, and that if our organist/pianist is available and not used, full fees will be paid to our organist/pianist.

- SOUND SYSTEM OPERATOR \$100 for recording service
- SEXTON(S), minimum 1
 - \$125 per sexton (without reception)
 - \$175 per sexton (with reception)

If there is no funeral home involved, additional sexton(s) will be required for traffic and parking supervision. These will be paid

 - \$100 per sexton: 1 sexton 2 sextons

FEES – RECEPTION

- MEMORIAL RECEPTIONS COORDINATOR
 - \$250 for up to 200 people
 - \$350 for 200-400 people

Additional fees for “pot luck” reception (refreshments supplied by family and friends):

 - \$100 for 75-200 people
 - \$200 for 200-400 people

To ensure an organized reception, please speak with the coordinator about the pot luck process *before* notifying family and friends.

- PARISH HALL/PARLOR (reception) \$150 (may be waived for members)
- EMERSON ROOM (reception) \$80 (may be waived for members)

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FEES – SECURITY DEPOSIT, RETURNABLE

Your memorial service date will be reserved and planning will commence once this agreement has been completed and signed and your returnable security deposit has been received and accepted by First Parish.

First Parish requests a security deposit (payable to First Parish in Concord) from all who use the facilities for memorial services. The security deposit will be returned after this memorial service (and reception) *unless*

- You cancel the memorial service with less than one week's notice to First Parish.
- There is a delay in starting the service of one half hour or more.
- The number of attendees exceeds estimate by 100 or more.
- Greater than expected facilities clean-up is required.
- Any damage is done to the facilities during building use associated with the memorial service or reception.

Security Deposit \$400 cash check # _____

Return date ____ / ____ / ____, or reason for non-return of security deposit _____.

Please complete, sign, date, and provide security deposit to confirm these arrangements.

Authorized family representative:

Signature _____ / ____ / ____
Date

Print name

First Parish in Concord representative _____ / ____ / ____
Date

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MEMORIAL RECEPTIONS

The Memorial Receptions Coordinator offers assistance with arrangements for the memorial reception which usually follows a memorial service.

The minister will convey your memorial service date and time to the coordinator, who will then contact you directly.

The coordinator will confer with and advise you on decorations, refreshments, flower arrangements, catering services, special displays, and general concerns around the reception. She will coordinate these arrangements with the minister, sextons, and funeral home, and guide the reception from beginning to end.

The coordinator fee, generally paid through the funeral director, is \$250 for an estimated attendance of up to 200 persons, or \$350 for 200-400 persons. This includes use of white table linens, bud vases for small floral arrangements brought in by a florist, and use of the church silver, china, and/or crystal.

There is an *additional* coordinator fee for a “pot luck” reception (refreshments supplied by family and friends): \$100 for 75-200 people; \$200 for 200-400 people. To ensure a smooth reception, please speak with the coordinator about the pot luck process *before* notifying family and friends.

Expenses for beverages and dry goods (i.e., cups, plates, and napkins) purchased on your behalf are in addition to the coordinator fee(s). Receipts will be provided to you by the coordinator during the reception and are to be reimbursed to the coordinator at your earliest convenience.

You will be billed separately by the florist and the caterer, and for any other specially planned reception services, such as wine or music.

The Memorial Receptions Coordinator wishes to assist you with any questions and special arrangements in order to make this day as comfortable as possible.

Nicole Sheehan
Memorial Receptions Coordinator
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