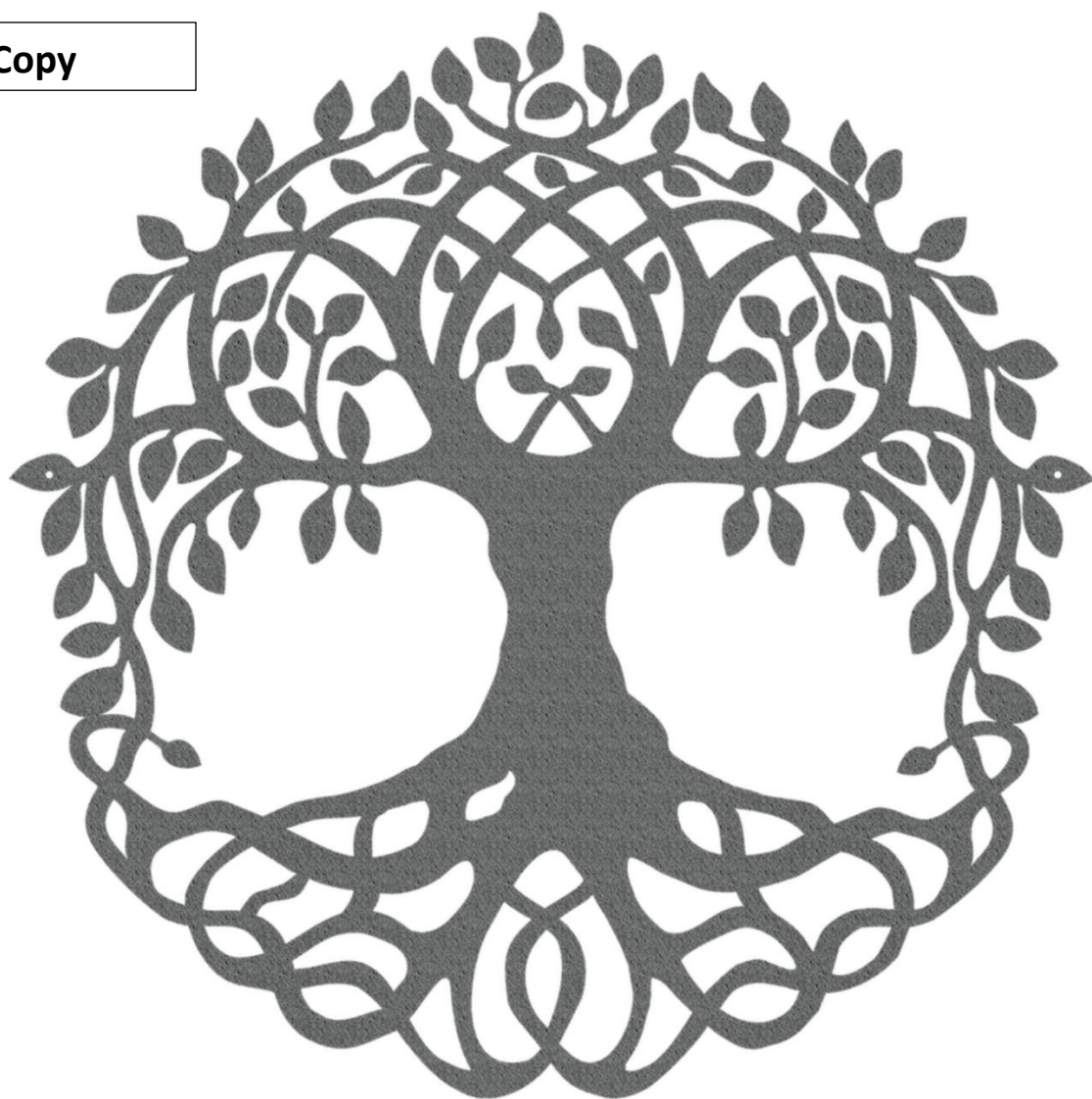


Family Copy



*Celebration of Life
at
Grace Lutheran Church*

Celebration of Life Planning • Grace Lutheran Church

Contact Person – Kristi Evanger 763-421-6520 kristie@graceandover.org

Name of Deceased (as it should appear in bulletin): _____

Date of Birth: _____ Date of Death: _____

Church Membership: _____ Occupation: _____

Name of Family Representative : _____ Relationship to deceased: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Funeral Home (Name & Location) _____

Funeral Date: _____ Time: _____ Place: _____

Visitation Date: _____ Time: _____ Place: _____

Burial Location: _____ Time: _____ Attendees Invited: Yes / No

Coffin ____ Urn ____ Military Honors ____ Other _____

FUNERAL SERVICE

Communion: Yes / No Estimated Attendance: _____

Hymns/Songs: _____

Scriptures: _____

Other Readings: _____

Words of Remembrance – Helps the congregation in remembering the person through anecdotes, stories and remembrances. This is often called a eulogy. This can be done in several ways: (Circle all that apply.)

1. One or two people chosen to speak; (Each uses the 1 page of typewritten material rule)
2. The pastor gives the eulogy
3. A combination of any of the above
4. No Words of Remembrances

Names of those involved in service should be submitted to the church at least **3 days** prior to the funeral.

1. Reader Names: _____

2. Words of Remembrance Speaker Names: _____

3. Soloist Name: _____

The Church will provide a variety of available bulletin covers and will type set, copy and fold them. Please select from the file provided.

A multimedia presentation can be used to help the congregation remember and give thanks to the person. The presentation must be made by the family/friends of the person. To facilitate this, a few details are important to remember:

1. The church computer system is Mac OS. It is our policy not to hook up any laptops or outside computers to our network.
2. The Presentation must be created by the family and brought to the church **during office hours two days before the funeral** and/or visitation.
3. It is best if the media format is mp4 saved on a memory stick or shared via google drive. (13655.grace.andover.glc@gmail.com)

There are three ways in which a multimedia slideshow can be used during the funeral:

4. A presentation can be shown during the Visitation.
 - a. It is usually 15-20 minutes in length and has music underneath.
5. A 3–5-minute presentation may be shown during the Service. It may contain a piece of music.
6. If there is a luncheon, the slideshow may be played while people eat.

LUNCHEON/RECEPTION

The reception will be held at: Grace Yes / No Other Location _____ Color Scheme: _____

Lunch is available upon request for a fee of approximately \$3.00 - \$5.00 per person. Menu includes buns, ham, turkey, cheese, coleslaw, grapes, pickles, carrots, celery, chips, coffee, lemonade and desserts. (Desserts are provided by caring people within Grace at no cost for the family and served by volunteers). Food is purchased based on the number of guests the family tells us they are expecting. We only charge for the food and paper products that are purchased. Leftover food is sent home with family.

Dietary needs: _____

FEES

It is preferred that fees are billed through funeral home if using one or paid by check to participant serving.

		Participant Name
Clergy Fee:	\$250.00	_____
Organist/Pianist Fee:	\$200.00	_____
Tech:	\$75.00	_____
Soloist:	\$100.00 (when available & applicable)	_____
Family Liaison:	\$150.00 (when no funeral home is present)	_____
Guest Book	\$15.00	
Office/Custodial Fee:	\$150	
Luncheon Cost:	\$250 per 100 people	Grace Lutheran Church

Currently there is not a facility usage fee, however, donations are appreciated.