



FUNERAL PLANNING – EC New Hope

This document has been designed to serve as a guide. Persons desiring to hold a Memorial Service or Funeral at Evergreen-New Hope (3351 Independence Ave. N.) should schedule a meeting with a New Hope pastor of their choice (if no preference, contact Mark Stiglicz) and go through this document.

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Name of Deceased: _____ **Date of Death:** _____

Deceased's Relationship with Evergreen: _____

Contact Name: _____

Relationship to the Deceased: _____

Contact Information: (Work): _____ (Home): _____ (Cell): _____

FUNERAL INFORMATION

Funeral Memorial Service

Funeral Home & Address: _____

Cremation Closed Casket Open Casket

Visitation at Evergreen? Yes No

__ **Evening before funeral/memorial service**

Date: _____ Start Time: _____ End Time: _____

Estimated number in attendance: _____

Reserve Facility: Fellowship Hall Other: _____

__ **Day of funeral/memorial service**

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Date: _____ Start Time: _____ End Time: _____

Estimated number in attendance: _____

Reserve Facility: Fellowship Hall Other: _____

Funeral/Memorial Service at Evergreen

Date: _____ Start Time: _____ End Time: _____

Estimated Number in Attendance: _____

Reserve Facility: Fellowship Hall Sanctuary

Officiating Pastor: _____ Phone Number: _____

Live Music? Yes No

Music Provided by: _____ Phone Number: _____

Schedule Sanctuary Technicians:

Sound technician: _____ Phone Number: _____

Projector technician: _____ Phone Number: _____

Any special decorations for the Sanctuary? Yes No

If yes, what? _____

Who will provide: _____ Phone Number: _____

Service Content

Prayers: _____

Music: _____

Scripture: _____

Message: _____

Eulogies: _____

Other: _____

Church to provide funeral/memorial service program? Yes No

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If yes, who will provide content: _____ Phone Number: _____

____ # of copies needed

After Service Reception at Evergreen? Yes No

Note: reception in Fellowship limited to seating for 160 people; luncheon provider will need to provide paper plates, cups, utensils, paper napkins, table cloths, serving utensils, serving plates, coffee makers, coffee and all condiments.

Catered luncheon (*provided by family*)

Catered reception (limited to beverages, bars, cake, cookies, etc.) (*provided by family*)

Reception Contact: _____ Phone Number: _____

Estimated Number in Attendance: _____

Reserve Facility: Fellowship Hall Kitchen Other: _____

Flowers

Members of the deceased's family will remove all flowers from EC after the service

Family will leave flowers for EC's use and disposal

Other: _____

Interment

Date: _____ Start Time: _____ End Time: _____

Location: _____

Officiating Pastor: _____ Phone Number: _____

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Fees

	EC Members	EC Attenders	Non-Attenders
Visitation-Fellowship Hall (<i>if night before service</i>)	No charge	No charge	\$40
Service – Sanctuary	No charge	No charge	\$150
Reception – Fellowship Hall/Kitchen	No charge	No charge	\$65
Funeral Facility Coordinator	\$100	\$100	\$100
EC Projector Technician	\$75	\$75	\$75
EC Sound Technician	\$75	\$75	\$75
Custodian – Sanctuary/Reception	\$100	\$100	\$100

Total Fees Due: \$ _____

Checks should be made out to: Evergreen Church

PASTOR – CHECKLIST

- ___ Make facility reservations for visitation/funeral/reception
- ___ Contact sound/projection technicians
- ___ Notify church office of funeral date/time so office can handle inquiries
- ___ Notify church office if church is to provide funeral/memorial service programs
- ___ Contact Marlon Hansen, Facility Maintenance regarding custodial needs
- ___ Turn in check for fees to Jim Bird, Finance Director