



## Memorial/Funeral Guide

At Minnehaha United Methodist Church we seek, we serve, we celebrate, and we carry our faith into our community and the world. We provide a caring gathering place to worship God and grow spiritually.

Whether you are thinking ahead to what you might want in your memorial/funeral service or planning for an upcoming service, we hope you will find this guide to be helpful.

Although people tend to use the words “memorial” and “funeral” interchangeably, technically a funeral service involves the presence of the deceased in a casket and a memorial service does not. We celebrate both memorial and funeral services.



**Minnehaha United Methodist Church**

3701 East 50<sup>th</sup> Street, Minneapolis Minnesota 55417 612-721-6231 [www.minnehaha.org](http://www.minnehaha.org)

## Contact information:

Minnehaha United Methodist Church  
3701 East 50<sup>th</sup> Street  
Minneapolis, MN 55417  
[www.minnehaha.org](http://www.minnehaha.org)  
612/721-6231 (office phone)  
[office@minnehaha.org](mailto:office@minnehaha.org) (office email)

**Church office hours:** Tuesday through Friday 9:00 a.m. – 3:00 p.m. (may vary in summer months).

## Church Staff & Direct e-mail:

Rev. Becky Sechrist, Pastor	<a href="mailto:becky@minnehaha.org">becky@minnehaha.org</a>
Heather Klein, Secretary	<a href="mailto:office@minnehaha.org">office@minnehaha.org</a>
Cindy Bergstrom, Choir Director	<a href="mailto:cindy.mumc@gmail.com">cindy.mumc@gmail.com</a>
Anders Nelson, Organist	<a href="mailto:anders.f.nelson@gmail.com">anders.f.nelson@gmail.com</a>
Tim Siefkes, Contemporary Music	<a href="mailto:tim_s@frontier.com">tim_s@frontier.com</a>
Steve Meier, Custodian	<a href="mailto:meiersteve21@gmail.com">meiersteve21@gmail.com</a>

## General Information:

- Minnehaha is fully accessible, including the chancel. There is flexible seating in both the front and rear of the sanctuary to accommodate wheel chairs and other special needs.
- Our sanctuary seats 250-300 people easily, more if the ushers encourage people to sit close together.
- There is no air-conditioning in the sanctuary. Hand fans are available. Electric fans can be positioned in the outside aisles if needed.
- There is no smoking or alcohol consumption allowed anywhere in the church or within 30 feet of the building.

## Scheduling the Date and Time

Contact the Secretary and Pastor at the church to verify the availability of your preferred date and time.

## Service Planning

Our Pastor will meet with your family to plan the funeral or memorial service in coordination with the funeral director and place of interment. Look at the planning document for more detailed information.

## Visitation

Visitations are usually held one hour prior to the service. Our narthex is large enough to accommodate such an event.

## Service Programs

The service program will be prepared by our Secretary. Please bring any pictures you would like included with you when you meet with our Pastor. Programs are usually handed out by the funeral director or a friend of the family.

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**Guest Book and Cards**

Guest books are not provided. A table for the guest book will be set up in the narthex. Usually the funeral director or a friend of the family will greet your guests and instruct them to sign the guest book. At the same time, they will collect the sympathy cards for you.

**Flower Deliveries**

The church office is open Tuesday through Friday from 9am to 3pm. Generally flowers are delivered early on the same day as the service. Special arrangements may be made for deliveries on the weekend or Mondays. We have flower stands of different heights for displaying flower arrangements.

**Memorial Gifts**

In lieu of flowers, families may suggest memorial gifts to the church or to other special places. In conversation with the family, memorial gifts to the church will be used in ways that are in keeping with your wishes.

**Memorial Displays**

There is space in our Narthex and Fellowship Hall for memorial displays. Easels, picture holders, and tables are available for use. Please let us know if any of these will be needed.

**Reception**

The United Methodist Women of Minnehaha are available to provide a reception following the service in our Fellowship Hall. Please review the "Funeral Reception Service" document to make your plans. You will be asked to determine the number of people to be served and your menu selection.

**Projection**

A screen and projector are available to show pictures, slides, videos during the reception in Fellowship Hall. Please make prior arrangements when meeting with our Pastor.

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## Fees For Memorials/Funerals

- **Members** are defined as persons actively attending worship and contributing to the ministry of Minnehaha United Methodist Church.
- **Associates** are persons who have a connection to the congregation, but are not currently active in the life of the church. (Often relatives of members, visitors, past members)
- **Non-members** are those people who have little or no connection to our congregation, but wish to have their family members funeral or memorial service in our church.

Separate checks should be prepared for each line item

	<i><b>Non-Member</b></i>	<i><b>Associate</b></i>	<i><b>Member</b></i>
<b>Church</b>	\$300	\$200	\$0
<b>Pastor</b>	\$350	\$350	Honorarium
<b>Organist</b>	\$200	\$200	\$200
<b>Soloist</b>	\$100	\$100	\$100
<b>Choir</b>	\$200 donation to the choir's music fund	\$200 donation to the choir's music fund	\$200 donation to the choir's music fund
<b>Methodicals (band)</b>	<i>1 musician with instrument – \$200</i> <i>Acoustic Duo (1-2 instruments, 2 singers) – \$400</i> <i>Piano Trio (3 instruments, 1-2 singers) – \$600</i> <i>Full band (4-5 instruments, 2-3 singers) – \$800</i>	<i>1 musician with instrument – \$200</i> <i>Acoustic Duo (1-2 instruments, 2 singers) – \$400</i> <i>Piano Trio (3 instruments, 1-2 singers) – \$600</i> <i>Full band (4-5 instruments, 2-3 singers) – \$800</i>	<i>1 musician with instrument – \$200</i> <i>Acoustic Duo (1-2 instruments, 2 singers) – \$400</i> <i>Piano Trio (3 instruments, 1-2 singers) – \$600</i> <i>Full band (4-5 instruments, 2-3 singers) – \$800</i>
<b>Sound Board*</b>	\$50 basic, \$100 for band	\$50 basic, \$100 for band	\$50 basic, \$100 for band
<b>Service Program</b>	no charge	no charge	no charge
<b>Reception Service</b>	see menu	see menu	see menu
<b>Livestream</b>	\$50	\$50	\$50
<b>Projection</b>	\$50	\$50	\$50

\*Note: if the service is held on a weekend, there will be an additional \$50 fee for custodial services.

+If you need sound beyond the basic use, a sound board engineer will need to be present (such as playing a video, showing slides, or using special music that needs amplification).

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# Minnehaha United Methodist Church Memorial/Funeral Information Worksheet

**Please bring this form with you when you come to plan the service.**

Name of Deceased:

Funeral Director/Home:

If you are not using a funeral director, you will want to find people to:

- Usher/hand out service programs
- Host signing of guest book and receiving sympathy cards
- Arrange flowers prior to service
- Help with any displays

Date of service: \_\_\_\_\_ Memorial or Funeral (circle one)

Times: Visitation --                  Service --                  Reception --                  Interment --

Family members who will be planning the service:

Name/Family:

Relationship:

Contact info:

Name/Family:

Relationship:

Contact info:

Name/Family:

Relationship:

Contact info:

**Are you having:**

Flowers delivered

Guest book

Organist

Soloist

Visitation prior

Reception

**Other needs:**

Flower stands

Guest book table

Memorial display equipment – easels, picture stands, tables

Projector equipment

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## Memorial/Funeral Service Planning Worksheet

What are some of your favorite hymns? (Usually the congregation will sing 2-3 during the service. In addition, the family often walks in during the playing of a hymn or other piece of music, and does the same as they walk out)

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Are there pieces of music that are significant to you? There is often a prelude played before the service and a postlude afterwards. In addition, music is often added to computer-designed slide shows.

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If music is important in your life, do you want a soloist to sing a special piece? Or instrumentalists to play? Do you want the choir to sing something? Please let us know your requests.

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What scripture passages are important to you? Please add a sentence or two about their significance, if you wish.

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If you have other readings that are significant or readings you want included in the bulletin or read at the service, please indicate them here.

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Eulogies (remembrances and stories about your life) can be done in a wide variety of ways. If you have a preference, please put it here. In general, there are three options. The first is to have the pastor include stories and memories as part of the sermon. The second is to have family members or friends come forward and share (we suggest less than 5 minutes/person) before the pastor gives the sermon. The third option is to have a microphone available and to invite those gathered to share their stories and memories before the pastor gives the sermon. Obviously, these options can be combined or changed a bit. For instance, a family member might write a eulogy but ask that it be read by another person or by the pastor.

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There are also many ways to involve friends and family members in the service if you wish. People can read scripture, be recruited to usher, asked to offer a eulogy, etc. If you have wishes, you can put them here. Otherwise, those details can be worked out between your family and the pastor.

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If this is a funeral, the casket can be at the front or the back of the sanctuary for the visitation. If you have a preference, let us know. Upon closure of the casket you may choose to have it draped with a hand woven pall which the church owns. It is woven in white with a large golden butterfly to signify transformation of earthly body to heavenly form. This arrangement should be planned with the pastor and would be used in place of a floral spray.

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If this is a memorial service, we can place ashes, a picture and/or special arrangement of flowers on a table at the front of the sanctuary. Let us know if you want any or all of these. We can place items on the altar table at the very front of the sanctuary or on a table at the head of the pews.

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