

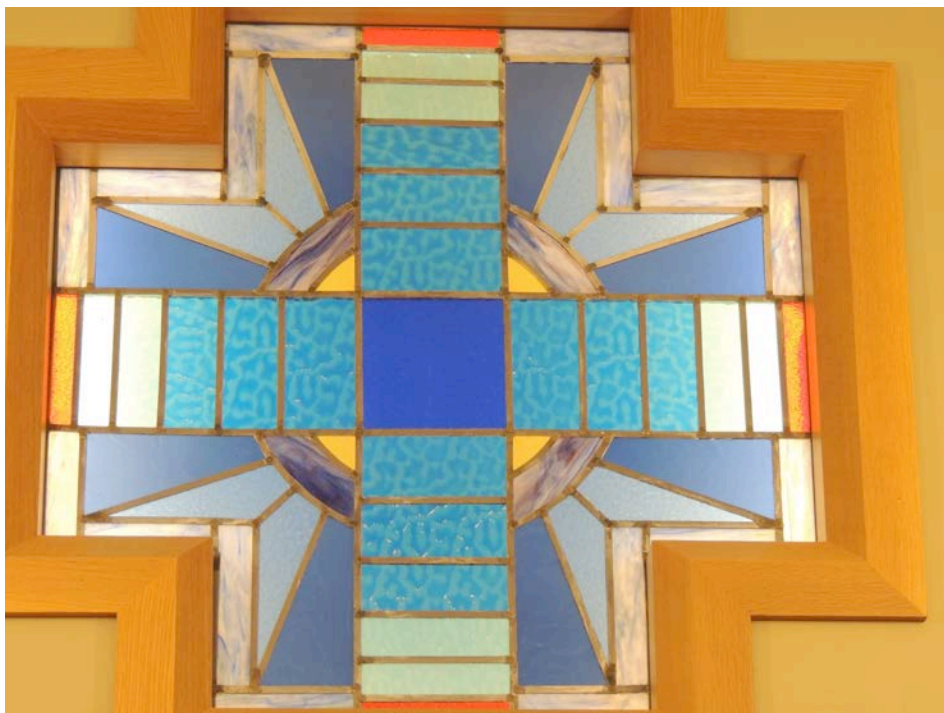


## Memorial/Funeral Guide

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 9am – 3pm (may vary in the 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>
Mary Fairbairn, Traditional Music	<a href="mailto:mary.e.fairbairn@gmail.com">mary.e.fairbairn@gmail.com</a>
Tim Siefkes, Contemporary Music	<a href="mailto:tim_s@frontier.com">tim_s@frontier.com</a>
Josh Espinosa, Contemporary Music	<a href="mailto:josh@approachableguitar.com">josh@approachableguitar.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.

## 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

	Non-Members	Associates	Members
Church	\$300	\$200	\$0
Pastor	\$350	\$350	Honorarium
Organist	\$150	\$150	\$150
Soloist	\$100	\$100	\$100
Sound Board	\$50 <sup>+</sup>	\$50 <sup>+</sup>	\$50 <sup>+</sup>
Service Program	No charge	No charge	No charge
Reception Service	See menu	See menu	See menu

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

<sup>+</sup>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 utilizing special music that needs amplification).

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