

## **Emanuel Church, Hales Corners Funeral/Memorial Service Process**

The staff and volunteers of Emanuel church are glad to help you plan your funeral or memorials service and visitation at church. Below is a guide to help you sort through some of the decisions you will be asked to make during a very sad time following a loved one's death.

1. **Starting point** -- Call Pastor Bill or the church office. It helps to have in mind the day of the service and the timeframe you are hoping to schedule the visitation and service. The church will work quickly to check a few schedules and get back to you as soon as possible to confirm the time or on rare occasions to discuss an alternative.
2. **Meeting with Pastor Bill** -- Contact Pastor Bill to set up a meeting as soon as possible after going to the funeral home so the worship service can be planned. He will alert the Organist and office manager as to the plans for the service after you meet with him. The office will also send out a communication to the Congregation about the service.
3. **Time Frame** -- Emanuel church offers your loved ones a window of 5 hours to complete the visitation, service and any fellowship time. Services generally last 45 minutes to 1 hour. This space and time is a gift of hospitality to church members.
4. **Receptions** -- Please let Pastor Bill or the church office know as soon as possible if a reception is desired. Church volunteers graciously offer a reception with bars and cookies, punch, and coffee. Beyond this gift any food or drink, required serving items as well as set up, decorating the tables, clean up, and removal of extra food will need to be handled by your family, friends, or the caterer which you contact. If a meal or light meal is desired plans will need to be made through the church office.
5. **Visitation** -- Visitation will take place in the front of the sanctuary where the family is able to greet people. The casket or a picture may be placed there, with flowers as well. Picture boards and larger groups of pictures or the use of video will be set up in the narthex. The church will have pitchers of water and disposable cups available during the visitation. Your family is responsible to collect the flowers and plants within 48 hours after the end of the service, or at a mutually agreed upon time. One or two bouquets may be left at the church.
6. **Fees** -- Emanuel church offers its active members a ministry of hospitality at the time of a loved ones death; the services of the Pastor, bulletin covers, building usage and a dessert, punch/coffee reception. If a special bulletin cover is requested the cost is \$75.00 Fees for the organist- \$150 made out to Mark Breutzmann; and the assistant \$75 made out to Karin McElrone. All fees and gifts may be given to Pastor Bill for distribution.

**Emanuel Church offers you a helpful resource, "Before You Die" if you would like to do preplanning of your worship service. See Pastor Bill.**