

## Spirit of Grace Funeral/Memorial Service Guidelines

**Who to Call:** The staff coordinates requests made by the family with those listed below except for the florist and the reception after the service. This information is provided to the family for questions, changes, or additional clarification:

- For service planning/message preparation.  
Pastor Scott Hackler                      623-977-6000, ext. 130 – Cell: 630-352-1899
- Music:  
Fred Bornhoeft                              623-975-3538
- Bulletin:  
Office Manager                              623-977-6000 (bulletin covers, service announcement)
- Sound:  
Jerry Huston                                 623-229-6266 (CD copies, other audio/visual needs)
- Ushers:  
Richard Frusciano                         623-975-6176
- Florist:  
Arizona Flowers With Love              480-436-9567 (Family will call)
- Set-up:  
Jerry Huston                                 623-229-6266 (tables, podium, etc.)
- Funeral Team Leaders for a reception in the Fellowship Hall:  
Cheri Nelson                                 623-975-7319 (Family will call)

**Fees/Honorariums:** Place cash or check in sealed envelopes marked with the name of the recipient. Envelopes may be handed to a member of the staff after the service for immediate distribution.

- Keyboardist: \$150-\$200 (depends on the amount of music to be used)
- Soloist or other musicians: \$75 per musician (unless contracted for a fee)
- Sound booth/recordings technician: \$50
- Head Usher: \$50
- Custodian: \$50 up to three hours; \$100 four hours or more
- Pastor: A Pastoral honorarium may be given for services provided to members. Non-member services fee is \$250.

### **Initial Planning:**

Depending on the time of the memorial services, a luncheon meal or light snack can be provided. The family/member will meet with the memorial team leaders (names are listed above) to determine their requirements and estimate the number of people expected to attend. A staff member will place the event on the church calendar and contact the custodian regarding the room set up.

The funeral team leader or another volunteer will call the ladies on the helpers list and ask for donations of food, if required, and request several to help set up, serve and clean-up afterwards. Those helping should arrive approximately one hour prior to the service.

**Menu items offered:**

If the service is held between 11:00 am and 2:00 pm a luncheon is usually offered consisting of sandwiches, salads including potato, pasta and gelatin salads, fruit tray/bowl, pickles, olives and desserts. Left over sandwiches fixings and salads are to be offered to the family first and then to the volunteers. Any leftover desserts the family does not wish to take can be kept to be served in Café Grace on the following Sunday morning. If the family requests a luncheon the family is expected to pay the costs incurred by Spirit of Grace. Any additional monetary donation by the family is optional and at their discretion.

If the family requests that only snacks be served consisting of cookies/bars, fruit, cheese and cracker trays, nuts, mints, coffee, iced tea, lemonade and water, these items will be provided by the ladies of the church and no payment is required from the family; however, any monetary donation they wish to make is optional and at their discretion.

The funeral team leader will call the ladies on the helpers list and ask for donations of food and request several to help set up, serve and clean-up afterwards. Those helping should arrive approximately one hour prior to the service.

If the family wishes to contract with a caterer, Wild Bunch Catering has provided services for SOG in the past. Please contact: Bob Willis at 623-492-9840. Sharko's Catering has also provided catering services for SOG. Please contact: Gerald Sharko at 602-242-2662. If another outside caterer is desired, please contact Gerry White, Finance Director, at 623-977-6000, ext. 19 for information regarding liability insurance and a health department certificate to the church.

For questions regarding the use of the kitchen contact David Weeks and/or Robin Christianson (909-505-2030).