



ELIOT UNITARIAN CHAPEL
Memorial Service/Funeral Guidelines
Members

Upon request, Eliot Chapel will strive to provide caring support to families in times of bereavement. We ask that families not commit to any specific date or time before discussing the service with the Eliot Chapel office and the assigned minister.

General

- **The first step is to call the church office at 314-821-0911 to determine space availability and to be referred to a minister. A minister associated with Eliot Chapel must take part in the service.**
- The Eliot Chapel Sanctuary can hold up to 175 people.
- The minister will work with the family to confirm the date and time, and to develop a service that respects the wishes of the family and honors the deceased.
- The Sanctuary will be unlocked, and the lights, heat, or air conditioning turned on one hour prior to the start of the service.
- At least two ushers/greeters will be in place no later than one half hour prior to the ceremony.
- A custodian of Eliot's choosing will be assigned (mandatory) and will be paid by the family.
- An Order of Service (program), if requested, may be prepared in Eliot's format. A template with the Eliot format will be provided via email. **The deadline to submit information/photos for the Order of Service is one week prior to the service.** The program is created in Microsoft Publisher. 100 copies provided, if extra are required, please inform the Communications Specialist
- A stand for a visitor's book and a table for personal mementos will be provided on request. (Visitors book to be provided by family.)

Music & Sound System

- Families are encouraged to use music that is most meaningful to them. Musicians are not restricted to Eliot staff, but audio technicians are. Qualified outside musicians are welcome to play the Martin Ott organ or Steinway piano.
- Use of our small baroque-style pipe organ must be scheduled in time to make sure it is in working order and in tune and to allow the organist to be informed of how our organ works. **Please include the outside organist's contact information.** A tuning fee for the organ may be charged to the renter if necessary.
- The Steinway piano is currently tuned at least 4 times a year. If renter requests tuning, an additional \$125 charge will be added to the fees if there is adequate time to schedule. No tuning of the organ or piano will be allowed except by order of Eliot Chapel. Nothing is to be set ON the piano or the organ besides music, especially not candles and vases of flowers.
- Eliot Chapel may supply a pianist or organist, in which case a \$150 fee would be added to the fee, payable directly to the Musician. **Rehearsal to accompany a soloist (voice, flute,**

violin, etc.), if requested, is an additional fee determined by and payable directly to the musician.

- Musicians reserve the right to waive the fee at their discretion.
- If an additional soloist or other musicians or singers are desired, Eliot may assist with hiring and their fees will be in addition to the rental fees but payable directly to the soloist/musicians/singers, or the renter may supply their own and pay them directly.
- If recorded music is desired to be played at the event, the renter must provide a CD, tape or iPod to be played back by Eliot's audio tech. Note: Eliot's sound system will NOT playback CD-RWs. Only CD-Rs.
- To discuss music at your event, please contact Eliot's Music Director, Adam Kosberg, at 314-821-0911 ext: 106 or email: music2@eliotchapel.org

Flowers

- Delivery must be two hours prior to service.
- Items to be collected by the florist or family must be picked up no later than noon the next day (Monday-Thursday) or the same day if the service is Friday or Saturday.

Reception (Adams Hall, subject to availability and with prior reservation);

- A "formal" reception is one serving food and drink {\$150}; an "informal" reception greeting the guests who attend the memorial (\$0).
- Adams Hall can hold comfortably approximately 50-75 people, depending on room set-up. Please visit the church to view the dimensions of the room and discuss set-up in person.
- Eliot Chapel will provide up to two tables, one or two conversational groupings of chairs, and use of the kitchen, including coffee maker or urns.
- Table decorations, if desired, are to be provided by the family and must be removed following the reception, as must any items brought in for the reception by caterers or others.

Fees

- Minister – Minister discretion
- Sanctuary – No Charge for members (2 Hours)
- Adams Hall – No Charge for Members (2 Hours)
- Memorial Coordinator, (*Required*) - \$120 includes 2 hours for set-up, 1 hour service, 1 hour receiving line; \$150 w/Reception)
- Facilities Personnel, (*Required*) - \$90 w/out Reception; 120 w/Reception; *\$30 additional hours.*
- Sound System Technician - \$75 (*Paid directly to the Sound Technician , if more than pulpit mic is needed, or if recorded music is desired*) (*Optional*)
- Live Streaming - \$100 (*Paid Directly, if tech is available*)(*Optional*)
- Pianist/Organist - \$150 (*Paid Directly, an additional amount for rehearsal dependent upon Musician*) (*Optional*)
- Steinway Piano Tuning (if applicable) - \$125 (*Optional*) (*Paid to Eliot Chapel*)
- Martin Ott Organ Tuning (if applicable) – To be determined at the time of tuning (*Optional*) (*Paid to Eliot Chapel*)
- Order of Service/Program – No Fee to Member, for first 2 hours of work (\$30 for each additional hour); 100 Copies included in fee, additional copies \$25 per 50.

FOR STAFF:

1. Contact Front Office to determine space availability and to refer to a minister.
2. Minister contacts the family and discusses dates [pick a date/time], music, sound/AV, reception, OOS, etc.
3. Minister contacts the Memorial Coordinator Volunteer and has the MCV reach out to the family.
4. Minister/MCV must communicate to the following about the Memorial: 1) Front Office; 2) Music Director; 3) Communications Specialist; 4) Sound & AV Techs; 5) DFO for Facilities Person.
5. Minister/MCV must communicate to the Front Office the dates and times of the memorials and the fees that will be charged.
6. Music Director, Sound & AV Techs, and DFO will communicate to the Minister/MCV if Musicians, Techs, and Facilities personnel are available.
7. Any changes in the Memorial need to be sent simultaneously to all of the personnel mentioned above.