

**Eliot Unitarian Chapel**  
**Memorial Service/Funeral Guidelines**  
**Supporting Members & Friends**

Eliot Chapel is committed to providing caring support to the families of our members and friends in times of bereavement. We ask that families not commit to any specific date or time before speaking with the Minister. **Please call the church office at 314-821-0911 to begin arrangements.**

**General**

- The family will be referred to the Lead Minister to make arrangements. The Lead Minister or his/her delegate, will work with the family to determine date and time and to develop a service that honors both reflects the wishes of the family and honors the deceased.
- A minister associated with Eliot Chapel must take part in the service.
- An order of service (program) in Eliot's format, may be prepared if requested.
- The Sanctuary will be unlocked, and the lights, heat, or air conditioning turned on, one hour prior to the start of the service.
- A custodian of Eliot's choosing will be assigned (mandatory).
- A stand for a visitor's book, a table for personal mementos, and candles/candelabrum will be provided on request. (Visitors book to be provided by family.)

**Music & Sound System**

- Use of the organ or piano requires prior arrangement and a musician approved by the Eliot Chapel Music Director. Musicians' honoraria are paid directly by the family.
- The family may provide CDs.
- A sound system technician is required for use of microphones.

**Flowers (optional)**

- Delivery must be during Chapel office hours unless other arrangements for access to the building have been made. 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. For Saturday memorials, flowers may be left for the Sunday service by prior arrangement with the Eliot Chapel office.

**Ushers/Greeters**

- Ushers/greeters are required for the memorial service –at least two, one at each entrance. Ideally these are recruited by the family. Ushers/greeters should be in place no later than one half hour prior to the ceremony.

**Reception (if desired):**

- Eliot Chapel will provide regular and decaf coffee and supplies, non-alcoholic punch, and light refreshments as well as tables, cloths, plates, cups and napkins.
- Important: alcohol is not permitted.
- Volunteers will set up and staff the reception.
- Table decorations, if desired, are to be provided by the family and must be removed following the reception.

Note: For supporting members and friends, there are no fees for the minister's or custodian's services, or for the reception, but a gift may be made to Eliot Chapel if the family so desires.