

Eliot Unitarian Chapel
Memorial Service/Funeral Guidelines
Non-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 making arrangements 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 225 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 if schedule permits. A template with the Eliot format can be provided via email. **The deadline to submit information/photos for the Order of Service is one week prior to the service.** A fee of \$50 for first 2 hours of editorial services, with an additional \$10 for each hour after that will apply. The program is created in Microsoft Publisher. It can be printed by Eliot or a Microsoft Publisher file can be provided to the family for outside printing.
- 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 \$75 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 \$95 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 to Eliot Chapel. **Rehearsal to accompany a soloist (voice, flute, violin, etc.), if requested, is an additional \$50.**
- 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 added to the rental fee, 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 CD, tape or iPod to be played back by Eliot's audio tech. Fee is included. 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, Jan Chamberlin, at 314-821-0911 or email music@eliotchapel.org.

Flowers

- Delivery must be during Chapel office hours (10:00 am to 3:00 pm Monday through Friday), Or 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)

- Adams Hall can hold approximately 100 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.
- 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 - \$500 (*required*)
- Sanctuary - \$150 (2 hours) (*required*)
- Adams Hall - \$120 (2 hours) (*Only if reception at Eliot is desired*)
- Office Staff member - \$150 w/Reception, \$90 w/out Reception (*Required*)
- Custodian - \$120 w/Reception, \$90 w/out Reception (*Required*)
- Sound System Technician - \$75 (*Paid directly, if more than pulpit mic is needed, recorded music or recording of service is desired*) (*Optional*)
- Pianist/Organist - \$150 (Paid Directly, an additional \$50 for rehearsal) (*Optional*)
- Steinway Piano Tuning (if applicable) - \$95 (*Optional*)
- Martin Ott Organ Tuning (if applicable) - \$100 (*Optional*)
- Order of Service/Program - \$50 for first 2 hours of work (\$10 for each additional hour)
100 Copies included in fee, additional copies \$25 per 50 (*Optional*)