

Guidelines for Memorial Services

St. Paul's Episcopal Church, Stockbridge, MA

Father of all, we pray to you for all those whom we love but see no longer. Grant to them eternal rest. Let light perpetual shine upon them. May the souls of all the departed, through the mercy of God, rest in peace. Amen. (BCP p. 498)

The death of a member of the Church should be reported as soon as possible to the Church Office or priest, and arrangements for the Funeral or Memorial Service should be made in consultation with the priest. Those whose loved ones are not members of St. Paul's may request a Memorial Service at St. Paul's. In either case, a meeting with the Priest will begin the planning process and answer questions regarding the service.

St. Paul's has a Memorial Garden for interring ashes. Information about this Garden and the costs is available from St. Paul's office.

Costs for Memorial Services

There is no charge to church members for the sacraments of the church. However, there are certain church costs to keep in mind, and we do ask that you make donations that will allow these costs to be met.

All checks should be payable to St. Paul's Episcopal Church, unless otherwise noted.

- The **rental charge for use of the church** for a Memorial Service is **\$300 for non-members**. *A voluntary donation is requested from members.*
- The **cost of cleaning the church** after the Memorial Service is **\$75** for both members and non-members.
- The **cost of the musician**, should you choose to have music played, is **\$200 for both members and non-members**. Additional soloists or instrumentalists arranged for by the organist will require additional fees, which are to be paid directly by you. Our organists have right of first refusal to play these services. If they are unavailable, we will help you find another organist for the same rate. Musicians may be paid directly.
- If you have the church office create the **Memorial Bulletin (i.e., worship leaflet)**, the cost is **\$50 for non-members**.
- It is customary to give the **clergy an honorarium** for his or her time in preparing for the service. The honorarium is at your discretion, but in the case of **non-members**, we suggest **\$300**. Non-members make checks payable directly to the officiating clergy. For members, this check should be made payable to the Rector's Discretionary Fund.

Please bring payment to a pre-planning meeting or remit payment to the church office in advance (St. Paul's Episcopal Church, PO Box 704, Stockbridge, MA 01262, so that you don't have to remember them on the day of the Memorial.

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