



*Memorial Services at the
Episcopal Church of Our Saviour*

Policies and Procedures

Updated July 2017

The Episcopal Church of Our Saviour
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Planning for a Memorial Service

Church of Our Saviour understands that this can be an emotional time for the family of the departed. If your loved one has not already made plans for their memorial, this guide is designed to help you with the many decisions to be made when planning the memorial service. **Also included in this document is a form for pre-planning your own memorial service, a practice strongly encouraged for all members of the parish to help their families in planning during a difficult time.**

Setting a date for the Memorial Service

Please consult with our Rector as soon as you are able to set a date for the memorial service that works for your family and the church calendar.

Having Parish Clergy or other Clergy Officiate at the Memorial Service

When setting date for the memorial service it is also wise to discuss whether COS clergy will be officiating at the memorial service and/or if you plan to have other clergy participate in the service as well.

Reserving the Parish Facilities for a reception after the Memorial

If you are planning to have a reception in our Fireside Room after the service, please let us know early in the planning process. If the weather is nice and the patio can be used, we can accommodate 50-60 people. Please coordinate your catering with our Parish Administrator at (415) 388-1907 or office@oursaviourmillvalley.org. The Parish Administrator will be able to answer questions about tables, chairs, set-up and clean-up for receptions at Church of Our Saviour.

Music

As soon as a date of the service has been set, you will need to make arrangements with the Church of Our Saviour organist, who can offer appropriate choices for liturgical music for the service in coordination with the parish clergy or your officiating minister, or the wishes of your family. If the organist of the Church of Our Saviour is not be available on the date of the memorial service, another organist may be employed, provided permission is received from the Church of Our Saviour's organist in advance. If an organist plays at the memorial service, whether the Church of Our Saviour organist or another approved organist, a fee of **\$250** is expected, paid directly to the organist on the day of the service unless other arrangements are made in advance. If other musicians are also employed, they will need to be paid separately.

Flowers

All floral arrangements must be coordinated with the Altar Guild at Our Saviour through the Parish Administrator **at least two weeks prior to the memorial service**. If the family wishes flowers to remain for Sunday services after the memorial service, the arrangements on the reredos must be appropriate for that purpose. Additional floral decorations may be planned with the Altar Guild, subject to parish flower policy, and must be removed from the church after the service. Outside florists must work within parish guidelines, which include specific height restrictions. The Director of the Altar Guild, who may be contacted through the parish office (415-388-1907) will provide the necessary information for fulfillment of this policy. If the parish Altar Guild provides the flowers there will be a charge of **\$200**, with the check made payable to Church of Our Saviour with a notation "Altar Guild Flowers." **Note:** During Lent no flowers may be placed on the reredos.

Other costs

In addition to payment for the organist and for flowers, a donation is expected for the services of the officiating clergy and the use of the church. If the Fireside Room is also used for a reception after the memorial service, please adjust your donation accordingly.

Planning the Memorial Service

The checklist below is designed to help you plan the service. It will also help our Parish Administrator in creating the bulletin for the Memorial and our Altar Guild in setting up the sanctuary for the service.

Date and Time of Service _____

Name of deceased _____

Date of Birth: _____ Date of Death: _____

Relatives/Contact Person _____

Phone (s) _____

Email: _____

Clergy officiating _____

Flowers: Florist _____

or Altar Guild _____

Specific flowers or colors . _____

Candles: Eucharistic _____ Candelabra _____ Paschal candle _____

Frontal, Vestments: _____

Casket/Urn? _____

Pall/Veil? _____

Reception if at Church of Our Saviour:

Caterer: _____ Phone: _____

Number of people expected _____ Number of Tables _____ Chairs _____

Other items needed from church: _____

Bulletin Information:

Rite I ____ or Rite II ____

Eucharist: Yes _____ No _____

Readings:

1st Reading: _____

Psalm: _____

2nd Reading: _____

Music/Hymns:

Additional notes: