

FUNERAL/MEMORIAL SERVICE POLICY



We understand that the loss of a loved one is very difficult for people. We are here to support and help family/individuals and friends work through the process of planning a meaningful service.

We will work with the family/individuals, and the funeral home director, to identify the best time and location for the funeral service.

Bedford Alliance Church offers its facility for funerals and memorials at no charge to members and regular attendees. (A regular attendee has attended at least 2 Sundays per month for past 6 months).

Non-attendees' fees are attached.

Depending upon the availability of our facility, we offer funeral services Monday through Friday. We encourage visitation and Saturday services be held at the funeral home where we will provide a pastor.

Once the service is set to be held at Bedford Alliance, we will provide the following:

- A meeting with a pastor will be scheduled to plan the service. The pastor is available during this difficult time for support before, during and following the service.
- If special music is desired, we will provide a pianist. A vocalist may be provided depending on availability.
- A church sound technician will be present at the time of the funeral service to care for all audio needs.
- If a video/power-point presentation is requested before or during the service, we will secure a video technician for those needs.
- Upon request, our volunteers will coordinate a reception for family and out of town guests (up to a maximum of 60 people) due to room size constraints. It will be the responsibility of our volunteers to set-up, clean-up.
- If the family desires a meal, a selection is attached, that will be prepared and served at the expense of the family. (see attached). Our kitchen is not available for outside catering sources. If family chooses a caterer, must have food prepared outside of church premises.

With regret, Bedford Alliance will need to charge the following fees for services provided by:

- Sound Technician \$75.00
- Pianist \$75.00
- Vocalist \$75.00
- Custodial Service (\$100/4 hours)

Typical honorarium for the pastor is \$150.00

Bedford Alliance Church Fees for Non-Attendees' Funeral/Memorial service:

1. All facilities must be scheduled through the church's Office Manager.
 2. Refunds may be made at the discretion of the Office Manager
 3. Approval for use of meeting rooms does not automatically include use of coffee makers, microwaves, refrigerators, etc.
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- Sanctuary (capacity 622 people)(4 hours) \$200
 - Community room (capacity 60 people) (4 hours) \$75
 - Kitchen equipment (4 hours) \$50
 - Coffee Makers
 - Oven
 - Microwave
 - Refrigerators

Funeral Luncheon Menu Choices

1) **Chicken Salad Croissants**

With: Potato Salad OR Macaroni Salad

Chips

Vegetable Tray

Assorted Sheet Cakes OR Assorted Cookies

Coffee, Tea, Punch and Water

2) **Baked Spiral Ham Sandwiches**

With: Potato Salad OR Macaroni Salad

Chips

Vegetable Tray

Assorted Sheet Cakes OR Assorted Cookies

Coffee, Tea, Punch and Water

3) **Baked Spiral Ham Dinner**

With: Mashed Potatoes OR Scalloped Potatoes (Gravy with Mashed Potatoes)

Two Vegetables: Corn OR Green Beans OR Mixed Veggies

Green Salad

Rolls

Assorted Sheet Cakes OR Assorted Cookies

Coffee, Tea, Punch and Water
