

Funerals and Memorials

University Circle United Methodist Church

1919 East 107th Street, Cleveland, Ohio 44106

ChurchintheCircle.com, 216.421.1200

*Christians believe that the death and resurrection of Jesus Christ gives them hope and cause for thanksgiving in the face of death. In this faith, we entrust those who have died to the infinite mercy and love of God.
– The Methodist Worship Book, England*

Funeral and Memorial Services

As people of faith, we understand that a funeral service is an important event which provides an opportunity to gather with family and friends in a holy and healthy space to grieve, rejoice, reflect and remember. At University Circle United Methodist Church (UCUMC), funeral and memorial services are times of worship, focusing on a celebration of the life of the deceased and the promise of eternal rest and peace with God. The only characteristic that generally distinguishes a “funeral” from a “memorial service” is the presence of the deceased person’s remains.

It is the privilege of every member of our faith family to receive or host a funeral at our church. While no charges are assessed for the essential services, families may consider donating to the church in memory of their loved one. The pastor and church office should be notified as soon as possible when a church member is ill or has died. No funeral arrangements are to be made prior to consulting the pastor and the church office. A representative of the family or a funeral home may contact the church. The specific details of your service will be discussed when you meet with the clergyperson who will preside at the service.

Memorial Service Coordinator

Our experienced Memorial Service Coordinator helps you manage all aspects of the funeral and assists with the steps necessary to make your memorial experience as meaningful and stress-free as possible. As your liaison prior to the service, you may contact your memorial service coordinator with any questions.

The memorial service coordinator will provide you with a reference sheet containing contact information for personnel, such as clergy, organist, possible florist, etc. It is your responsibility to schedule all appointments with clergy, musicians, and others involved in the service.

Officiating Clergy

University Circle United Methodist Church has several clergypersons who may preside over Memorial services held in our church. They are assigned to services according to availability and conversations about specific needs. You may invite other clergypersons and participants with the permission of UCUMC’s pastor. UCUMC’s pastor meets with the family to learn about their preferences for the service, reception and/or cemetery arrangements.

Music Selection and Musicians

The dignity of a memorial service at UCUMC is reflected, in part, to the music performed. Consequently, selection of appropriate music must be coordinated with our organist. In addition to music selections, our organist can suggest soloists and instrumentalists. Rehearsal schedules must be approved by and coordinated with the church office.

Sound System and Audio Recording

UCUMC provides amplification of the pastor and selected participants during the service. Audio or video recordings of the service can be made available for an additional charge when contracted via your memorial service coordinator.

Scheduling Services

Funerals may be scheduled on almost any day. A minimum of two hours is allowed for each service, as time is needed for setup, guest arrival, and guest departure. The date for the service must be cleared by the church office.

The family should arrive at the church at least *30 minutes* before the service begins. One hour after the completion of the ceremony, the family and all guests are expected to leave the church unless there are separate arrangements with the memorial service coordinator for additional functions.

Air Conditioning

The UCUMC Sanctuary is NOT air-conditioned. Electric and manual fans are provided during the summer months, but temperatures inside the building will often reflect outdoor temperatures.

Flowers, Photographs and Other Decorations

Our memorial service coordinator will assist you in planning your floral arrangements, and your funeral home will assist in presenting flowers which have been received. The presentation of photographs (printed, displayed on easels or shown electronically) can be arranged by the memorial service coordinator in advance of the service.

Parking and Maps

Several lots are available for guest parking. Maps of these lots are available from our memorial service coordinator. A map to help guests locate UCUMC is available on our website (www.churchinthecircle.com).

Ushers

At least two ushers are needed for every service in our sanctuary and are generally provided by the funeral home which is selected by the family. Alternately, the family can designate family members or friends to usher. Ushers should be in place and ready to seat guests at least 30 minutes before the service begins. Ushers need to be familiar with the guidelines in this brochure so they can inform guests as needed. They will also need to share the intended schedule of the event, direct guests to restrooms or the guest book and to generally welcome guests.

Fees for Consideration

Building Space: Room fees may be assessed for the Sanctuary, Parlor, Reception Room, Chapel or Great Hall as deemed appropriate by the Memorial Service Coordinator and Executive Director. Fees for the Sanctuary (\$450) are generally waived for UCUMC members.

Security/Custodial: The number of staff people required and the number of hours needed is calculated at \$25/hour and invoiced to the family.

Officiant: The charge for an officiant is \$300. UCUMC does not charge church members for this expense; however, any voluntary contributions received for the clergyperson will be placed in their discretionary account.

Musicians: This varies for each service. An organist is approximately \$175. A soloist is approximately \$125.

Audio-Visual: An audio coordinator is needed for every service in order to have microphones working. An audio recording of the service is created. Payment of \$50 includes one copy of the recording on CD.

A video recording of the service can be made. A second person is needed to run the camera and make a recording. This is an additional charge of \$75.

Service Bulletins: Bulletins for the guests may be created and printed at the funeral home. Alternately, they may be created and printed by the church. Bulletins may be deemed unnecessary. This decision is made by the family, along with the funeral home and presiding clergy. If the church staff provides the bulletin, there will be a charge of \$60-\$120, depending upon the number of bulletins printed and the complexity of the bulletin.

Guest Book: If a funeral home is involved, they will generally bring a book to the service. The church can provide a book for a charge of \$20.

Floral Arrangements: If the family wishes to have flowers provided by the church, our floral arranger works with them to understand their preferences. Using his wholesale license, he is able to provide arrangements for \$80- \$250. Flower costs vary depending upon the size of the arrangements and the number requested by the family.

Donations made in Memoriam: Any donations which are received by the church in memorial tribute are deposited into a memorial account in the name of the deceased. The Church Office Coordinator sends a note of appreciation to the donor, and a copy is sent to the family of the deceased.

Receptions: Food and beverages are generally billed to the family at cost. A light reception during the receiving of guests can be available through advance planning with the Memorial Service Coordinator. (See Facility Rental Fees Sheet).

Repast: A full meal or repast for the family and/or guests would be arranged by the family. If a meal is served in the Great Hall, there will be charges for the room (see Facility Rental Fees sheet for exact pricing) The church staff and members do not coordinate or provide meals.

Columbarium Niche and Memorial Garden: Members of the church family are welcome to consider the purchase of a niche in UCUMC's Columbarium or a space in the Memorial Garden. Either option is available to members at a cost of \$1000. Contracts are available in the church office.

Memorial Service (Sample pricing)

	Members \$300	Non- Members \$1,125
Includes:		
Sanctuary - 2 hours	\$0	\$450
Custodial/Security Wages, \$25/hour for 2 hours	\$50	\$50
Memorial Service Coordinator	\$25	\$100
Officiant	\$0	\$300
Organist	\$175	\$175
Audio Coordinator for 2 hours, including audio recording	\$50	\$50

Optional Additional Services	(variable)
Vocal Soloist / per soloist	\$125
Instrumental Soloist / per soloist	\$125
Video Recording Coordinator for 2 hours, including 5 DVDs	\$75
Service Bulletins (qty = 100, standard layout)	\$100
Guest Book	\$20
Floral Arrangements (2 standard chancel arrangements)	\$120
Parking Attendant - per hour, if more than 200 guests expected	\$25
Columbarium Niche or Memorial Garden (church members)	\$1,000
Reception (Sample pricing)	
Parlor Rental for Reception	\$130
Food Ministry team, 2 people	\$80
Light food and beverage refreshments for 100 guests	\$160
Reception Supplies	\$65
Repast (Sample pricing)	
Great Hall Rental, 2 hours	\$320
Great Hall and Kitchen Rental, 2 hours	\$410
Custodial & Security Wages, 5 hours	\$125
Repast coordinators, 2 people	\$100
Beverage Service (coffee and hot tea for 100)	\$50
Repast Supplies	\$65
Food Catering (Arranged by family)	\$0

Memorial Service Contract

The following is a good faith contract between the Family of the Deceased and University Circle United Methodist Church (UCUMC). The purpose of this contract is to confirm the date of the service and that the information contained in this packet has been read and agreed upon.

Memorial Service Date: _____

Additional Pastors approved by the Senior Pastor:

____ Not applicable

____ Invitation to be sent to _____

Fees:

____ Fees for security and music personnel (if appropriate) have been paid.

____ I understand that additional fees will be paid based on the schedule attached.

Adverse Weather: In the event that a hurricane, tornado, flood, or any other natural disaster occurs rendering service impractical, or in the event that the church is so badly damaged that its ability to accommodate the service would be substantially impaired, the family will receive, at their option, a full refund of all monies paid to University Circle United Methodist Church pursuant to this contract.

Special Note: The use of alcoholic beverages, tobacco, or "controlled substances" is strictly forbidden in any facilities of University Circle United Methodist Church for all functions.

The Family is responsible for any damages or extra cleaning. I agree to abide by the guidelines set forth by University Circle United Methodist Church and to abide by its policies.

_____ Date: _____

(Church Representative's signature) (Printed name)

_____ Date: _____

(Family Representative's signature) (Printed name)