

The family *should get in contact with the church office* about the lunch and how many people to expect so that person may get in contact with the service group leaders.

If there will be any special sound system needs, please contact the church office to make necessary arrangements for set up.

1. Sound system
2. Microphone needs to be on
 - a. speak into the microphone
 - b. bend microphone to fit your speaking level

Questions: Call the church office at 257-6300

INFORMATION for MEMORIAL SERVICES



Chisago Lake Lutheran Church
Center City, MN



HONORARIUM CHECKLIST

These are suggestions, designed to help and assist you with remembering and determining monetary gifts to be given to those who have contributed, in some memorable way, at this time of loss:

Clergy	\$150
\$200 If not working with funeral home	
Organist	\$150
Soloist(s)	\$ 75

Options for memorial lunches:

1. Hot dish, fruit salad, rolls, pickles, donated cake, beverage. Chisago Lake would prepare, set up, serve, and clean up.
2. Sandwiches (made at church), salad, buns, pickles, donated cakes, beverages.
3. Lunch could be catered by an outside source. Chisago Lake Lutheran Church would set up, serve and clean up. A donation would be accepted for the funeral fund.

SUGGESTIONS

TO ASSIST YOU WITH THE SERVICE

(when not using a funeral home)

Write obituary for local and metro papers.

Choose musical selections for the service.

Plan gathering time before the service.

Obtain a guest book and someone to be in charge of the guest book - Close the guest book 5 minutes before the service starts so everyone will find a seat.

Provide memorial cards (optional).

Reserve pews in front of the church for the family.

Find a picture of deceased for the service.

Put up a table up for the urn for the service.

Flowers - The family is responsible for displaying and arranging flowers in the church. The family is responsible for removing all flowers after the service, but can leave a bouquet for Sunday's service.

In the narthex, the "Welcome Table" can be used for memorial cards, flowers, pictures, and other memorabilia. The visitor guestbook stand is available for a guest book. The Welcome Table can be moved to accommodate the family's needs.