

THE NAHANT VILLAGE CHURCH

An Open and Affirming Congregation of the United Church of Christ
Funerals and Memorial Services PLANNING PACKET

Thank you for choosing the Nahant Village Church (UCC) as the location for your loved one's memorial service. We are honored to assist you in this important time. There is no requirement that you or your loved one be a member of this church or any church to have a memorial service held here. Similarly, your loved one does not need to have been baptized or confirmed to have a memorial service at the Nahant Village Church. We welcome all people and all family structures including multi-faith families.

Below you will find answers to some commonly asked questions, a memorial service contract, a service planning sheet, and a rate schedule for both memorial services and on-site receptions.

The church office can be reached at:

27 Cliff St,

Nahant, MA 01908

Phone: (781) 581-1202

Email: secretary@nahantvillagechurch.org

The church office staff will connect you with a minister to officiate your loved one's service.

Church Capacity

The Sanctuary and the Chapel are both available for memorial services. The Sanctuary seats about 325 people and the Chapel seats about 75 people. Rates for each space can be found on the rate schedule as a part of this packet.

Officiant

Memorial services are officiated by the Minister of this church. If a clergy person from another setting is to be included in the service, the Minister of this church will extend an invitation to the guest clergy after the family has provided the contact information.

Planning Meeting

The Minister will meet with you and your family at least once in advance of the service to learn more about your loved one, offer support, and plan the service with you. Please make contact with the Minister directly to schedule time.

Music

You may choose any music appropriate to a church setting, whether contemporary or traditional music. Any questions should be discussed with the Minister and/or the church Music Director. The church's Music Director has first right of refusal for all memorial services, meaning that if you have someone else you would like to be your primary musician our Music Director needs to be consulted and offered the regular fee. The Music Director has a selection of traditional and contemporary music; however, the sheet music for a particular request may have to be supplied by the family. Should you

wish to invite a soloist or instrumentalist(s), they will need to consult with the Minister *and* the Music Director. We are happy to accommodate additional musicians in the service.

Flowers, Photo Boards, Personal Items

You are welcome to bring flowers to the church for the service. Please consult with the Minister about the placement of floral arrangements. Any florists will need to contact the church office to schedule a delivery time. You are welcome to bring photo boards or other personal items to the church for the service. Simply connect with the church office to schedule a delivery time, if you need to bring the items in before the service date/time.

Photographers/Videographers

If you wish to have a photographer or videographer, please consult with the Minister. Generally, photos and video can be taken so long as it does not distract from or interfere with the service. Similarly, please consult with the minister in advance if you plan to offer the service streamed for family and friends unable to physically attend.

The Funeral Home

Please ask your funeral home, if you are using one, to contact the Minister directly regarding service arrangements. The funeral home should relay all checks to the Minister along with a clergy record card. Please also inquire with the funeral home regarding prayer cards or a guest book if desired.

Use of the Building

We are a smoke-free facility, so there is no smoking in the building. Also, alcoholic beverages are not to be served or consumed while on the grounds or in the building. Given the historic nature of our building, we ask that food and drink (with the exception of bottled water) be consumed only in Swansburg Hall (the social hall of the church). Thank you for your cooperation.

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Funerals and Memorial Services 2020 POLICIES AND FEES CONTRACT

I/ We _____
acknowledge that I/ we have read the Memorial Service Planning Packet, including the Rates Sheet for booking a memorial service at the Nahant Village Church. The memorial service for _____ (NAME OF DECEASED) will be held on: _____ (MONTH/DAY/YEAR) at _____ (TIME). We are working with the following funeral home: (NAME, CONTACT INFO).

As per the Rate Sheet:

We will be paying \$ _____ to the Nahant Village Church for memorial service location and services: (sanctuary or chapel), Winter surcharge (if applicable).

We will be paying \$ _____ directly to the memorial service officiant, _____.

We will be paying \$ _____ directly to the Church Musician, _____.

If holding a reception at the church:

We will be paying \$ _____ to the Nahant Village Church for the use of Swansburg Hall (Hall fee).

We will be paying \$ _____ directly to the following Event Coordinator, _____.

Signature(s)

Date

Email address

Phone number

Mailing Address

Personal Information

NAME OF THE

DECEASED: _____

BIRTH DATE: _____ DEATH DATE: _____

LOCATION OF BIRTH: _____

LOCATION OF DEATH: _____

WAS THE DECEASED A MEMBER OF A CHURCH? WHICH ONE?

PARTNER'S NAME (if applicable):

CHILDREN's NAMES (if applicable):

PARENT's NAMES (if applicable):

(PLEASE NOTE IF THE ABOVE ARE LIVING OR DECEASED)

HYMNS/ SONGS OF IMPORTANCE TO THE DECEASED AND/OR SURVIVING
RELATIVES:

1. _____

2. _____

3. _____

SCRIPTURE/ READINGS/ POEMS OF IMPORTANCE TO THE DECEASED AND/OR
SURVIVING RELATIVES:

1. _____

2. _____
3. _____

WHO WOULD LIKE TO SPEAK IN THE SERVICE? (Name, Relationship to deceased, adult or child, a reading or a eulogy?)

1. _____ 2. _____
3. _____ 4. _____

How would you describe the relationship your loved one had with God/Jesus/The Holy Spirit/Church/Spirituality:

What are some things that your loved one really loved about life?
What did they like to do? What was most important to them?

Schedule of Fees

Contract includes local graveside service if requested.

All payments may be mailed to:
The Nahant Village Church
PO Box 77, Nahant, MA 01908
SERVICE LOCATION RATES

1. Location of service:

(This charge includes rental of space and payment to church sexton)

Facility	Capacity	Cost
Sanctuary	325	\$1,000
Chapel	75	\$500

Winter Heat Surcharge – \$100

The above fees should be paid in a single check made payable to The Nahant Village Church.

PROFESSIONAL SERVICES

1. Officiant/Minister – _____ \$600 Please make check payable directly to the above named

2. Organist/ Music Director - _____ \$350 Please make check payable directly to the above named

- The above fees include the church providing printed bulletins for the service and deacons to greet and assist guests.
- We respectfully request that flowers are removed from the premises following the service.
- All fees are on a sliding scale. If you are experiencing financial hardship, please inquire about the sliding scale. We wish to welcome and serve all.

• If you would like to hold a reception following the service, at the church, please consult the following Reception Rate Schedule.

Swansburg Hall (the social hall of the church) following memorial services. Swansburg Hall holds 120 people.

1. Hall fee (4- hour rental incl. setup and cleanup time)- \$1,000

(Receptions exceeding 4.5 hours in duration incur the following hourly surcharges:

Rental fee: \$60/hour, Event Coordinator: \$30/ hour)

2. Event Coordinator Fee*-

For fully catered events: \$125

For not-fully catered events (with under 75 in attendance): \$125

For not fully catered events (with over 75 in attendance): \$250

- *Please note: The Event Coordinator fee is applied to all receptions held in Swansburg Hall in order to be in compliance with local health/building codes and insurance requirements. It is paid directly to the individual.
- An additional Clean Up Fee of \$75 will be charged if Swansburg Hall and Kitchen are not left in the condition they were found in.
- Please note that table linens are not provided by the Nahant Village Church.

- Reminder: No alcohol or tobacco are permitted on church premises.

The Nahant Village Church (UCC) desires to assist in facilitating a service that honors your loved one. We thank you for choosing the Nahant Village Church as the location to hold your loved one's memorial service. Please let us know how else we can be of support in your time of grief.