

PLANNING A FUNERAL OR MEMORIAL SERVICE AT INCARNATION LUTHERAN CHURCH

All families are welcome to have a service for their loved ones at Incarnation, you do not have to be a member.

To schedule a funeral or memorial service, please call Incarnation at 651-484-7213 and talk to the funeral coordinator, or if you are working with a funeral home, the funeral director will contact us. After the service date and time are confirmed, the funeral coordinator will set-up a meeting with your family, one of our Pastors and the funeral coordinator to discuss the details for the service. If there was pre-planning done before the service, that will be helpful to have that information with you when you meet with us.

Services are held in the Sanctuary, or if it will be less than 20 people attending, it can also be held in our Chapel. Services are held Monday-Friday between the hours of 9:00 a.m. and 3:00 p.m., unfortunately we are not able to have services on Saturdays and Sundays. If that is the only time that works for your family, you can reach out to one of the funeral homes in the area and they would be able to help you for a weekend service. If you would like one of our Pastors to assist with the service at a funeral home, you can call Incarnation to see if one of our Pastors would be available.

If you would like a visitation before the service, we schedule those one hour prior to the service.

We will create a bulletin for the service. The family, the pastor and the funeral coordinator will work on this together. Please let the funeral coordinator know approximately how many copies of the bulletin you would like printed.

Things you will need to bring the day of the service:

- If there is an urn and you would like it to be present during the service. It will be placed on 5 foot skinny table with a white tablecloth in the front of the Sanctuary.
- If you would like a large picture for the front table.
- If you would like a flower arrangement to be placed on the front table next to the picture.
- The checks for the people assisting during the service (information listed below).
- A guestbook (if you would like one)
- Posterboards (if you would like them)
- Any other memorabilia you would like to be placed on tables that will be placed in the Atrium.

Please plan to bring all flower arrangements/plants home with you after the service.

FUNERAL AND MEMORIAL SERVICE FEES

Please make the checks payable to the person assisting, you will get this information from the funeral coordinator, and give them to the coordinator the day of the service.

\$300.00 honorarium for the Pastor

\$150.00 honorarium for the Funeral Coordinator

\$250.00 honorarium for the Organist/Pianist (if needed)

\$200.00 honorarium for the Soloist (if needed)

\$100.00 honorarium for each Soundboard Technician

Depending on technology needed, one to three techs are needed for the service an additional \$50 will be added if more sound support or set-up is required.

FUNERAL MEDIA GUIDELINES

There are two options to share photos and videos:

PowerPoint

PowerPoints need to be submitted 24 hours in advance through a downloadable file transfer service (WeTransfer and Dropbox are preferred). Please make sure that the photos all fit on the slides. If you'd like to add a video to your slideshow, you can insert it onto one of the slides, but please also refer to the guidelines for videos below and send an additional copy of that video file with your PowerPoint.

Video

Videos need to be submitted 24 hours in advance through a downloadable file transfer service (WeTransfer and Dropbox are preferred). Make sure that the video resolution is at least 1080p. Your video file should have one of these file extensions: .MOV or .MP4. Please make sure to name your video file with the name of the deceased, the date of the service, and video for funeral (EX: Tom Smith January 27 2023 Video For Funeral). Please make sure that any editing you do to the name of the file comes before the file extension.

Please note that any media shown in the Sanctuary will require an additional fee of \$100 for a Media Technician.

INCARNATION CEMETERY

The Incarnation Cemetery is located four miles north of Incarnation on County Road J and Sherwood Road. The original cemetery was dedicated in the 1920s by Bethany Church. The cemetery includes a columbarium wall, hundreds of burial sites, a pond, paved driveways, parking areas and walkways. The cemetery provides Christian burial for our members and our friends in the community. If you are interested in the cemetery, please contact the Incarnation Office for a brochure.

FOOD SERVICE

If you would like light refreshments or a luncheon following the service, you will find a menu enclosed in this packet or you can hire a caterer. We do have a food service coordinator who will do the

shopping and prepares/serves the food. We also have a group of volunteers who will do the set-up, help with serving and cleaning-up. If you would like food following the service, please let the funeral coordinator know and all of it will be taken care of, you will just need to choose the food selection and the number of people you think will be served. You will be charged for the number of people you tell us and the dollar amount of your selection will be totaled and you will be billed that amount. The number of people you give us will also help the funeral coordinator know how many volunteers to find to help. All leftover food will be packaged up and sent home with the family.

CHARGES FOR BRINGING IN A CATERER FOR THE LUNCHEON

\$100.00 fee to Incarnation

- Staff person if needed.
- This fee includes: flowers for the tables, coffee, lemonade and water.
- Napkins for the tables