

## **Hamline Church Memorial/Funeral Guide**

Whether you are thinking ahead to what you might want in your memorial/funeral service or planning for an upcoming service, we hope you will find this guide to be helpful.

Although people tend to use the words “memorial” and “funeral” interchangeably, technically a funeral service involves the presence of the deceased in a casket and a memorial service does not. We celebrate both memorial and funeral services.

### **Contact information:**

Hamline Church United Methodist  
1514 Englewood Ave, St Paul, MN 55104 651-645-0667 (office phone) [hamlinechurch.org](http://hamlinechurch.org)

**Church office hours:** Monday - Friday 9am - 4pm (may vary in the summer months).

### **Church Staff**

Rev. Mariah Furness Tollgaard, Pastor [mftollgaard@hamlinechurch.org](mailto:mftollgaard@hamlinechurch.org) Mo Freberg, Office Manager [mfreberg@hamlinechurch.org](mailto:mfreberg@hamlinechurch.org)  
Aileene Vanderbilt, Funeral Coordinator [alv0722@live.com](mailto:alv0722@live.com)

### **General Information:**

- Hamline Church is fully accessible, excluding the chancel. There is flexible seating in both the front and rear of the sanctuary to accommodate wheel chairs and other special needs.
- Our sanctuary seats 550 people easily, more if the ushers encourage people to sit close together.
- There is no air conditioning in the sanctuary.
- Electric fans can be positioned in the outside aisles if needed.
- There is no smoking or alcohol consumption allowed anywhere in the church.

### **Scheduling the Date and Time**

Contact the Church Administrator and Pastor at the church to verify the availability of your preferred date and time.

### **Service Planning**

Our Pastor will meet with your family to plan the funeral or memorial service in coordination with the funeral director and place of interment. Look at the planning document for more detailed information.

## **Visitation**

Visitations are usually held one hour prior to the service. Our commons area is large enough to accommodate such an event.

## **Worship Bulletins/Programs**

The bulletin will be prepared by our Director of Communications. Please bring or email any pictures you would like included with you when you meet with our Pastor. Bulletins are usually handed out by the funeral director or a friend of the family.

## **Guest Book and Cards**

Guest books are not provided. A table for the guest book will be set up in the commons. Usually the funeral director or a friend of the family will greet your guests and instruct them to sign the guest book. At the same time, they will collect the sympathy cards for you.

## **Flower Deliveries**

The church office is open Monday – Friday 9am to 4pm (hours may vary in the summer). Generally, flowers are delivered early on the same day as the service. Special arrangements may be made for deliveries on the weekend. We have flower stands of different heights for displaying flower arrangements.

## **Memorial Gifts**

In lieu of flowers, families may suggest memorial gifts to the church or to other special places. In conversation with the family, memorial gifts to the church will be used in ways that are in keeping with your wishes and our memorials policy.

## **Memorial Displays**

There is space in our Commons and Fireside Community Room for memorial displays. Easels, picture holders, and tables are available for use. Please let us know if any of these will be needed.

## **Reception**

The United Methodist Women/members of Hamline Church are available to provide a reception following the service in our Fellowship Hall. Please review the “Funeral Reception Service” document to make your plans. You will be asked to determine the number of people to be served and your menu selection.

## Projection

A screen and projector are available to show pictures, slides, videos during the reception in the Fireside Community Room. Please make prior arrangements when meeting with our Pastor and Funeral Coordinator.

## Fees for Memorials/Funerals

- **Members** are defined as persons actively attending worship and contributing to the missions of Hamline Church.
- **Associates** are persons who have a connection to the congregation, but are not currently active in the life of the church. (Often relatives of members, visitors, past members)
- **Non members** are those people who have little or no connection to our congregation, but wish to have their family members funeral or memorial service in our church.

Separate checks should be prepared for each line item (Church, Pastor, Organist, Soloist, Reception Service/Memorial Coordinator, Custodian\*, etc).

	Non Members	Associates	Members
Church	\$300	\$200	\$0
Pastor	\$350	\$350	Honorarium
Organist	\$175	\$175	\$175
Soloist	\$100	\$100	\$100
Service Program	No charge	No charge	No charge
Custodial (dependent on number of guests)	\$50 \$200	\$50 \$200	\$50 \$200
Reception Service	See menu	See menu	See menu
Funeral/Memorial Coordinator (if not working with a funeral home)	\$200	\$200	\$200

\*Note: if the service is held on a weekend, there may be additional charges.