

## Funeral card for bereaved families

Things you will have to think about and decide on for a church service:

Service Sheet	Who would you like to format and print the service sheet? This can be done by the church office or by a private printer. Would you like pictures? Do you have any preference for particular paper or font? Remember to include information about refreshments afterwards and donations to charities. Donation £30
Verger	A verger is someone who opens up and prepares the church for the service. He sees to all the practical hidden things that make the service run smoothly, looks after the collection, tidies and locks the church afterwards. He will rope off pews for family if necessary. Fee £40
Organ	Would you like the services of an organist? Fee £50 You will need to let us know what hymns/songs you choose, which tunes and how many verses. What music would you like arrival, and what music would you like on departure? These can be played on the organ or you could provide a CD.
Sound	We will provide amplification for speakers but do you need anything projected onto the screen from computer, for instance, a PowerPoint presentation or slides? As mentioned above music CDs can be played. Do you want the service recorded? Donation of £10 for projectionist.
Heating	During the winter the fee for heating is £40
Flowers	What are your arrangements regarding flowers? Is a florist providing a display? It may be that the usual flowers for our Sunday service can augment those you have planned.
Collection	Would you like a collection plate displayed at the back of church for any particular charity or is the Funeral Director seeing to this? if not who will take care of the money after the service? The Verger can make sure the money is in a secure place if necessary.
Attendee List	Would you like the church to provide a list for people to sign as they come in, or is the Funeral Director seeing to this?
Room hire	Would you like to hire a room in the church halls for refreshments or have you arranged a separate venue? Our room hire fees are £70. Have you arranged an outside caterer with whom we should liaise?
Church fees	Diocesan set fees are £182. If there is a cremation or burial afterward there is an additional fee of £26 and £20 clergy expenses.
Fees & Notices	Are usually dealt with by the Funeral Director.