

## Overview

It is our goal at Zion Lutheran Church to support you during this time of bereavement. This brochure contains the important information to assist you as you plan the remembrance service for your loved one.

### **Working *with* a Funeral Home Service:**

If you choose to work with a funeral home service, they will coordinate the service details for you. You will need to consider one of the memorial lunch options.

### **Working *without* a Funeral Home Service:**

If you do not work with a funeral home service, you will need to ensure the service details are coordinated. Consider requesting a representative from the Cremation Society or contacting the church office to assist you on the day of the service. Zion will have a member of the Altar Guild present to assist with details. You will also want to be familiar with the honorarium checklist and consider one of the memorial lunch options.

## Service Checklist

(review if not using funeral home services)

Below are service details you or your chosen representative will be responsible for if you have chosen *not* to work with a funeral home service.

### **Prior to the service:**

- Contact church to set date and time of service and talk to the office administrator about food options.
- Obituary notice writing and publication
- Honorary pallbearer selection
- Musical selection(s)/soloist selection
- Request organist, sound/video technician
- Guest book
- Service bulletin (completed with pastor)
- Obtain picture(s) of deceased – request use of church easel/table

### **Optional:**

Service may be recorded and you will receive a link to the video. Please notify church in advance for this option.

## Lunch Serving Options

1. Cold lunch option: Sandwiches (chicken salad or ham salad only), cold salads, pickles, donated bars and/or cakes, beverage. Zion to prepare, set up, serve, and clean up.
2. Lunch may be catered by an outside source. Zion would set up, serve and clean up.
3. Family and friends donate the food. Zion would set up, serve and clean up.

If you wish to choose option #2 or #3, *the family is responsible for ordering and coordinating the food.* Zion's volunteers will be more than happy to set up, serve and clean up.

**\*\*Please see next page for suggested donation amounts to kitchen fund\*\***



Donations are welcome for the funeral/kitchen fund. Below is a *suggested* general guideline “range” to follow when giving:

Serving 50 people or less: \$50 - \$100

Serving 50-100 people: \$150 - \$200

Serving 100 + people: \$250 - \$300

Zion Evangelical Lutheran Church  
28005 Old Towne Rd  
Chisago City, MN 55013

651-257-2713

[www.zionlcc.org](http://www.zionlcc.org)

Office Administrator: 651.213.3500

[office@zionlcc.org](mailto:office@zionlcc.org)

Pastor Sarah Kerkes

651.213.3501

[pastor@zionlcc.org](mailto:pastor@zionlcc.org)

Additional Phone Numbers:

Cremation Society: 763-560-3100

Grandstrand Funeral Home: 651-257-4000

Chisago County Press: 651-257-5115

St. Paul Pioneer Press: 651-228-5263

Minneapolis Star Tribune: 612-673-4130



Zion Lutheran Church  
Chisago City, MN

### **Honorarium Checklist**

The following fees are provided to those individuals that have contributed in a memorable way at this time of loss.

Note: If you use a funeral home, they will manage these details and costs for you.

- ❖ Clergy - \$200
- ❖ Organist - \$125
- ❖ Soloist - \$100
- ❖ Church Custodian - \$50
- ❖ Sound/Video Technician - \$75



Funeral and Memorial  
Services Information