

Suttons Bay Congregational Church

A Guide to Funerals and Memorial Services

Suttons Bay Congregational Church is here to serve you as you grieve the death of your loved one. It is an honor to support you and be a source of comfort to you and your family.

To assist you in planning, the following questions, information and guidelines are offered for your consideration. Pastor Robin will then meet with you to discuss your preferences and details of the arrangements. Feel free to call the church office at (231) 271-6036, or Pastor Robin at (231) 534-4821, if you have any questions or concerns.

1. What date(s) and time(s) are best for a service?
2. Would you like a viewing or time of visitation at the church before the service?
3. Will there be a burial or interment before or after the service? If yes, when and where?
4. Are there specific hymns or other pieces of music that you would like included in the service?
5. Our church accompanists play for the services here. Are there other musicians who you will be inviting to participate in the service?
6. Where would you like contributions to be directed?
7. Will you or the funeral home be providing envelopes for memorial donations?
8. Will you be displaying pictures, video or other memorabilia? Will you be playing any audio recordings?
9. Will there be military honors at the funeral or graveside? If you would like such honors, please contact the funeral home to make arrangements for the honor guard.



10. If any family or friends will be offering Words of Remembrance during the service, what are their names?
11. Would you like the church to make an audio or video recording of the service?
12. Would you like a reception following the service? The Gathering Place in the downstairs of our church is available for funeral receptions. The "Careabouts" from the church are honored to provide meals and hospitality to you and your family. Meal options (payable following reception) are:

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| a) Hot Meal | \$4.00/person | All options include coffee, tea and lemonade |
| b) Sandwich Buffet | \$3.00/person | |
| c) Dessert Only | \$1.00/person | |

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- You are encouraged to use the Narthex of the church to display pictures and memorabilia. However, please do not move or remove any existing artwork, banners, or furniture.
 - There is a small display table available for urns that can be placed in the front of the sanctuary.
 - Flowers are a beautiful addition to any service. Please make plans for them to be taken from the church after your loved one's service.

Fees / Honorariums (payable following the service):

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| Minister's Honorarium (waived for active church members)..... | \$200.00 |
| Organist..... | \$160.00 |
| Vocal or Instrumental Soloist (if applicable)..... | \$100.00 |

Suttons Bay Congregational Church
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 The Rev. Dr. Robin L. Carden, Pastor

