



# **FIRST PRESBYTERIAN CHURCH**

IN NORTH PALM BEACH

*An ECO Congregation*

# **MEMORIAL**

# **SERVICE INFO**

**Phone [561] 622-8818**

**Fax [561] 622-8831**

**[www.firstpresnpb.org](http://www.firstpresnpb.org)**



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**We at First Presbyterian Church  
would like to extend our heartfelt  
sympathies in this, your time of loss.**

**We have assembled this  
packet in an effort to  
assist you in implementing  
the details of the memorial service.**

**It is our prayer that the contents will  
be a useful too in implementing your wishes.**

*The Staff of First Presbyterian  
Church in North Palm Beach, FL*

## Procedures for Arranging the Memorial Service

The initial contact should be made with the Church Secretary to ensure the memorial services dates are available on the church calendar. Once a date has been secured, the Memorial Service Application and Fee Schedule and Procedures must be read, completed [as necessary,] signed and returned to the Church Secretary. It is advisable to make copies of all forms for your records prior to submitting them. A tentative reservation for *facilities only* will be held until clearance from a pastor is received. The Church Secretary will contact you when the date is secured with the pastor.

### Pastoral Selection

It is the policy of First Presbyterian Church that the Senior Pastor be in charge of ALL memorial services. In the event a pastor from another church is desired, the request should be made in writing to the Session of the Church. As much information as is available should be included. The request should be given or mailed to:

Attn: Church Secretary  
First Presbyterian Church in North Palm Beach  
717 Prosperity Farms Road  
North Palm Beach, FL 33408

### Timing

Memorial Services will not be scheduled on Sundays or established holidays. When there are two or more services on the same day, there must be a minimum interval of two hours between the conclusion of one service and the beginning of the next.

### Music

The church memorial service is an act of worship and all music used for the service should be appropriate for worship of our Almighty God. To assist in planning music for your service, please contact the Director of Music Ministries. Hymns and special music will need to be discussed.

### Florists and Decorations

Florists/Decorators –Must not use nails, thumbtacks, or screws. Only floral tape is permitted on the pews. The florist must not use any decorations that will damage the floors, rugs, or furniture.

Flowers - If flowers or small potted plants remain in the Sanctuary or Fellowship Hall more than an hour after the memorial service or reception, we will not be responsible for their care and/or safety. First Presbyterian Church DOES NOT have refrigeration available for the storage of flowers, either overnight or the day of the service. All floral pieces must arrive at the church already arranged. We do not have the facilities to make floral arrangements here.

Candles - Only dripless candles can be used. Plastic must be placed underneath candelabras without lamps. This prevents candle wax from dripping on the rug.

**NO SMOKING, DRINKING, OR FOOD ALLOWED IN THE SANCTUARY OR CHAPEL AT ANY TIME**

## Memorial Service Schedule of Fees - Members

**Base Package - \$600.00** - This fee is fixed and includes pastor, organist, sexton, sound engineer, bulletins, and CD of the service.

If desired, the following features are also available:

\_\_\_\_\_ **Vocal Soloist - \$100.00**

\_\_\_\_\_ **Instrumentalist - Fee varies per selection.**

\_\_\_\_\_ **Reception [Sexton Fee] - \$50.00**

\_\_\_\_\_ **Tribute Video - Fee starts at \$100, fee varies depending upon scanning time & number of photos**

**All fees must be paid prior to the memorial service.**

**Make one check payable to First Presbyterian Church in NPB.**

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*I, the undersigned, have read and fully understand the above fees and conditions:*

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Signature

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Date



## FIRST PRESBYTERIAN CHURCH

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### Memorial Receptions - In Honor of Congregational Members

Memorial receptions in honor of congregational members of First Presbyterian Church in North Palm Beach are provided through the loving, servant hands of the Memorial Reception Committee. This will include tablecloths, tablescaping, food preparation and serving, and clean-up of the aforementioned. Food will be donated by church members. Congregational Care provides all paper products and drinks, as well. A \$50.00 fee covers Sexton clean-up of the facility and is due at the time of payment for the Memorial Service. Please include the \$50 fee in your check for the total Memorial Service fees.

An estimate of the number of people for which to plan is of great help to the planning process.

Number of people estimated to attend the reception: \_\_\_\_\_

Number of round tables with seating desired [8 chairs per table]: \_\_\_\_\_

Memory table [rectangular, with table cloth]: Y / N

*Honorariums are at the discretion of the family.*

## Memorial Service Schedule of Fees - Non-Members

**Base Package - \$800.00** - This fee is fixed and includes pastor, organist, sexton, sound engineer, bulletins, and CD of the service.

If desired, the following features are also available:

\_\_\_\_\_ **Vocal Soloist - \$100.00**

\_\_\_\_\_ **Instrumentalist - Fee varies per selection.**

\_\_\_\_\_ **Reception [Sexton Fee] - \$75.00**

\_\_\_\_\_ **Reception [Catering Fees] \_\_\_\_\_**

\_\_\_\_\_ **Tribute Video - Fee starts at \$100, fee varies depending upon scanning time & number of photos**

**All fees must be paid prior to the memorial service.**

**Make one check payable to First Presbyterian Church in NPB.**

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*I, the undersigned, have read and fully understand the above fees and conditions:*

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Signature

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Date



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### Memorial Receptions - In Honor of Non-Members

If a reception is requested in honor of a non-member, whose Memorial Service is held at First Presbyterian Church in North Palm Beach, it may be possible for arrangements to be coordinated for catering through our Church Hostess. The cost will be determined at the time of planning. A \$75 fee covers Sexton clean-up of the facility and is due at time of payment for the Memorial Service. Please include the \$75 fee with your check for the total Memorial Service fees.

Catering Fee [To be determined] \_\_\_\_\_

An estimate of the number of people for which to plan is of great help to the planning process.

Number of people estimated to attend the reception: \_\_\_\_\_

Number of round tables with seating desired [8 chairs per table]: \_\_\_\_\_

Memory table [rectangular, with table cloth]: Y / N

*Honorariums are at the discretion of the family.*