

Fees & suggested donations for services at St. Matthews

Many times we are asked what is considered to be appropriate honoraria for those who help to make the funeral or memorial service a possibility. The following is a suggested fee schedule (please note all the services listed may not be required). Please place each fee, honorarium and donation in a separate envelope and give them to the Pastor prior to the service.

Fees:

- Security/Parking: \$100 (4 hours at \$25/hour). Please make cheque out to *Larry Strome*, or designate.
- Custodial (if needed): \$110. Please make cheque out to *custodian, name TBC*.
- Sound Operator: \$60/hour (*if required*). Please make cheque out to *sound operator, name TBC*.

Suggested Donations:

- To *St. Matthews Women of Faith**: \$2.00 per person attending reception. Please make cheque out to *St. Matthews Lutheran Church, Memo: St. Matthews Women of Faith*.
- To *St. Matthews Lutheran Church**, for the use of the Sanctuary: \$150. Please make cheque out to *St. Matthews Lutheran Church*.

Honorariums:

- Organist: \$175 (extra fees for rehearsals and guest musicians/soloists). *Please make cheque out to the organist.*
- Pastor: \$300. *Please make cheque out the pastor.*

Memorial and Funeral Services at St. Matthews Lutheran Church



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The passing of a loved one often brings a wave of difficult emotions. Planning a service that honours and celebrates the life of your loved one can seem overwhelming at a time like this. We, at St. Matthews, are here to help.

Our pastors will assist in planning a service that has personal meaning to you and your family and provides comfort and hope to you and those close to the deceased as all of you grieve.

We will help you find special Scripture readings and music that will reflect your Christian walk with our Lord.

Please know that the people of St. Matthews will hold you close to their hearts as you grieve.

For families using the services of a funeral home:

Ordinarily all the church expenses associated with the funeral (including church offering, and the fees for the organist, security, etc) are taken care of by the funeral director prior to the funeral. The family would make payment to the funeral director, who in turn distributes the appropriate offerings to the individuals involved.

For families not using the services of a funeral home:

Services at St. Matthews are held in our Sanctuary (pew capacity approx. 475, additional chairs can be placed as necessary) or our Chapel (chair capacity 80).

Reception: Many families want to provide a time for people to gather after the formal service, and provide simple refreshments or a complete meal at the church.

Our *Community Hall* capacity is 95 (tables and chairs) or 120 (chairs only). The *Fellowship Hall* capacity is 100 (tables and chairs), 150 (chairs only), or 200 (standing room only).

If there is a reception at the church, St. Matthews Women of Faith will set up and clean up as well as serve beverages (coffee, tea, juice and water). We require nut-free, commercially prepared food (store-bought or catered).

If alcohol is served, the family must obtain a Special Occasion Permit (SOP) through the Alcohol and Gaming Commission of Ontario (iagco.agco.ca) and the reception must be monitored by an on-site person with a SmartServe Certificate.

Music and Sound: The Sanctuary has a baby grand piano and organ. The Director of Music should be contacted to play for the service. If a sound system is required that can be arranged through the church office.

Flowers should be delivered to the church office weekdays from 10 am to noon, or 1-3 pm when a staff person will be on hand to receive them. Otherwise, please make arrangements with the Pastor to ensure someone will be there.