



FUNERAL PLANNING – ECC Bloomington

This document has been designed to serve as a guide. Persons desiring to hold a Memorial Service or Funeral at Evergreen-Bloomington (2300 East 88th Street) should schedule a meeting with a Bloomington pastor of their choice (if no preference, contact Mike Olmstead) and go through this document.

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Tim Weber	952-686-0554	tweber@evergreencc.com

Name of Deceased: _____ Date of Death: _____

Deceased's Relationship with Evergreen: _____

Contact Name: _____

Relationship to the Deceased: _____

Contact Information: (Work): _____ (Home): _____ (Cell): _____

FUNERAL INFORMATION

Funeral Memorial Service

Funeral Home & Address: _____

Cremation Closed Casket Open Casket

Visitation at Evergreen? Yes No

___ Evening before funeral (Note: Given facility usage only available on Tuesday or Thursday evenings)

Date: _____ Start Time: _____ End Time: _____

Estimated number in attendance: _____

Version #1 11-17-08

Reserve Facility: Gathering Space Other: _____

__ Day of funeral

Date: _____ Start Time: _____ End Time: _____

Estimated number in attendance: _____

Reserve Facility: Gathering Space Other: _____

Funeral/Memorial Service at Evergreen

Date: _____ Start Time: _____ End Time: _____

Estimated Number in Attendance: _____

Reserve Facility: Gathering Space Auditorium

Officiating Pastor: _____ Phone Number: _____

Live Music? Yes No

Music Provided by: _____ Phone Number: _____

Schedule Auditorium Technicians:

Sound technician: _____ Phone Number: _____

Projector technician: _____ Phone Number: _____

Any special decorations for the auditorium? Yes No

If yes, what? _____

Who will provide: _____ Phone Number: _____

Service Content

Prayers: _____

Music: _____

Scripture: _____

Message: _____

Eulogies: _____

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Other: _____

Church to provide funeral/memorial service program? Yes No

If yes, who will provide content: _____ Phone Number: _____

_____ # of copies needed

After Service Reception at Evergreen? Yes No

(Note: Given facility usage receptions must end by 5:30 p.m. on Mondays, Wednesdays and Fridays)

Note: reception in Gym limited to seating for 100 people; luncheon provider will need to provide paper plates, cups, utensils, paper napkins, table cloths, serving utensils, serving plates, coffee makers, coffee and all condiments.

- Catered luncheon *(provided by family)*
- HEART Ministry volunteers provide luncheon *(subject to volunteer availability)**
- Catered reception (limited to beverages, bars, cake, cookies, etc.) *(provided by family)*
- HEART Ministry volunteers provide reception (limited to beverages, bars, cake, cookies, etc.) *(subject to volunteer availability)**

*(*Pastor should contact Wanda Riekens – see below)*

Reception Contact: _____ Phone Number: _____

Estimated Number in Attendance: _____

Reserve Facility: Gathering Space Gym Kitchen

Flowers

- Members of the deceased's family will remove all flowers from ECC after the service
- Family will leave flowers for ECC's use and disposal
- Other: _____

Interment

Date: _____ Start Time: _____ End Time: _____

Location: _____

Officiating Pastor: _____ Phone Number: _____

Fees

	ECC Members	ECC Attenders	Non- Attenders
Visitation-Gathering Space (<i>if night before service</i>)	No charge	No charge	\$40
Service – Auditorium/Gathering Space	No charge	No charge	\$150
Reception – Gathering Space	No charge	No charge	\$40
Reception – Gym	No charge	No charge	\$50
Reception – Kitchenette	No charge	No charge	Included
Funeral Facility Coordinator	\$100	\$100	\$100
ECC Projector Technician	\$75	\$75	\$75
ECC Sound Technician	\$75	\$75	\$75
Custodian – Auditorium/ Gathering Space	\$100	\$100	\$100
Custodian – Reception	\$100	\$100	\$100

Total Fees Due: \$ _____

Checks should be made out to: Evergreen Community Church

PASTOR – CHECKLIST

- ___ Contact Wanda Riekens – Funeral Facility Coordinator 952-884-7716
- ___ Make facility reservations for visitation/funeral/reception
- ___ Contact sound/projection technicians
- ___ Notify church office of funeral date/time so office can handle inquiries
- ___ Notify church office if church is to provide funeral/memorial service programs
- ___ Contact Steve Brown, Facility Manager regarding custodial needs
- ___ Turn in check for fees to Jim Bird, Finance Director