

Billing and Honorariums: An invoice for the Basic Service Fees and any fees for optional services will be mailed to you approximately ten days following the service.

Honorariums for the Pastor are discretionary and should be paid separately to the Pastor, usually on the date of the memorial in the form of a check made payable to the pastor or given in cash. Honorariums typically start at \$100, but are completely flexible.

Northminster Columbarium: For information regarding the Northminster Prayer Garden and Memorial Columbarium, its use and applications for in-niche rights and memorial plaques, please contact our Business Manager, Wendy Van Epps, through the Church Office at 327-7121, ext. 236.

Basic Service Fees:

Church fee	125.00
Service Host.....	50.00
Organist	100.00
Custodian.....	25.00
Media Technician	<u>75.00</u> <i>basic light and sound</i>
	375.00

Additional fees for optional services we can provide:

Video fee	150.00	_____
Soloist	75.00 <i>base fee</i>	_____
Basic reception	75.00	_____
Catered meal	<i>priced at cost</i>	_____
	<i>Total fees:</i>	_____

**Please write one check to Northminster Presbyterian Church. The fee schedule above does not include the honorarium for the Pastor which should be paid separately to the Pastor on the day of the service.*



Memorial and Funeral Service Information

2450 East Fort Lowell Road, Tucson, AZ 85719
 ■ 520-327-7121
 ■ www.npctucson.org



Dear Friend,

Your Northminster family wants to care for you at your time of loss. In our ministry to you, bereavement and grief counseling as well as assistance with memorial or funeral service planning are available. We are here to minister to you. Please let us know how we may help you in this difficult time.

For your planning purposes you will find the typical services provided for memorials and funerals for members of Northminster listed in this pamphlet. You'll be meeting with the pastor to discuss the specifics you'd like included in your service. The pastor can assist you with scheduling the service and organizing the services of other staff needed. If you'd like to have a reception following the service, our Ministries Coordinator will assist with your plans.

The memorial or funeral service should be designed and customized for your needs. We hope this information is helpful to you in the planning of your service. If you have any questions, please do not hesitate to call us.

May God comfort and bless you in this time of loss.

Andrew G. Ross,

Pastor

The Reverend Dr. Andrew Ross, Pastor

The Reverend Ken Skodiak, Associate Pastor

The Reverend Dr. Pete Seiferth, Associate Pastor

The Reverend John Cheek, Associate Pastor

The Reverend Mary Beth McSwain, Associate Pastor

*Northminster Ministries Coordinator, Sally Wiger, may be reached at
327-7121 or swiger@npctucson.org*

Planning The Service: A fee of \$375.00 covers the basic needs for most services held at Northminster. This fee includes use of the Sanctuary, or for smaller services, the Grundstrom Room or Prayer Garden. Also included in this fee are the services of our Ministries Coordinator, Service Host, Organist, Custodian and Media Technician. Your Service Host assists you on the day of the service. The host receives your guests, monitors the guest book and handles any last minute details for you. Please feel free to call upon your Service Host with any needs which may arise.

Music: Northminster is blessed with a beautiful pipe organ and skilled organists. The Organist can provide musical accompaniment throughout the service, beginning with a prelude as your guests are being seated, and a postlude at the conclusion of the service. If you prefer not to have organ music at the service, other musical accompaniment may be arranged. Soloists are optional. You may provide your own soloist or we would be happy to make arrangements if desired.

Technical: Our Media Technician provides lighting and sound for the service. Inclusion of personal audio or visual components in a service must be arranged through the NPC Steeple Light and Sound ministry prior to the service date. We appreciate being able to test your recordings for compatibility with our systems 2 or 3 days prior to the service to prevent concerns during the service.

Video recording on DVD format can be requested for an additional fee. One copy of the audio or video recording is included. Additional audio or video copies of the service in CD or DVD format may be ordered through the Church Office.

Receptions: Holding a reception following the service is optional. Arrangements for a room, refreshments and servers are managed by the Ministries Coordinator and the service is provided by volunteers from the church. Basic receptions include use of the Grundstrom Room and adjoining Multipurpose Room, or, for larger groups, the Rowley Courtyard or Fellowship Hall. Cookies and beverages are provided for refreshments. The fee for a basic reception is \$75.

If you would like to serve a meal at the reception, our Ministry Coordinator can arrange to have catered foods provided at cost, (Deli trays are the most popular option for a meal.)

If desired, you may make your own arrangements for catering. Alcoholic beverages are not permitted on the Northminster campus.

Continued on reverse.