

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
MEMORIAL SERVICE/ FUNERAL GUIDELINES**

Supporting Members & Friends

First Unitarian Universalist Church is committed to providing caring support to the families of our members and friends in times of bereavement. Please call the church office at 210-344-4695 or the Minister at 210-344-0743 to begin arrangements. We request that families speak with the minister before deciding on a specific date or time.

The Minister or a delegate will work with the family to determine the date and time of the memorial service or funeral, and to develop a service that both reflects the wishes of the family and honors the deceased.

Music and Sound System:

- Where possible, the church's music staff will provide music for the service. Use of the piano by other musicians must be negotiated with the church office.
- Musicians' honoraria are the responsibility of the family and are set by the individual musician and must be paid before the service begins.
- Music on CD or other recorded means is possible; live music is preferred.
- A sound system technician is required, with fee for this service to be paid by the church.

Flowers and Memorabilia:

- Florists' deliveries must be made during office hours unless other arrangements have been made.
- Sanctuary flowers and centerpieces for the reception are the responsibility of the family.
- Personal pictures and mementos may be displayed in the Sanctuary, in the Sanctuary foyer and/or in the Fellowship Hall.
- Guest book – unless prior arrangements have been made, the guest book is the responsibility of the family.
- The church will provide a simple pamphlet/order of service to be handed out at the service.
- The church will provide the family with one CD recording of the service.

Reception

- If desired by the family, Member Care will sponsor and provide volunteer support for a simple reception to be held in Fellowship Hall following the service and are to be limited to appetizers and simple desserts. If the services of a caterer are desired by the family, Member Care will provide room setup and, if requested, coffee/beverage service. Caterer's services are at the discretion of, and are the responsibility of, the family.
- Alcoholic beverages may not be served.
- With prior arrangement, slides may be shown during the reception.

Fees

- For supporting members and friends, there are no fees for the facilities, for the Minister's services or for the reception, but a gift of appreciation may be made to the church.
- See above for honoraria for musicians.

Memorials

- We regret that we are unable to accept memorials of live plants or trees at this time. Other suggestions for memorials may be discussed with the Minister.