

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

Services for Non-Members

Upon request and within the limits of the availability of space and time, First Unitarian Universalist Church will strive to support families in time of bereavement. Please call the church office at 210-344-4695 to begin arrangements. We request that families discuss all arrangements with the church secretary and/or the minister before making any firm decisions on a specific date or time.

While exceptions may be made, a minister associated with First UU usually leads the service. The Minister will work with the family to confirm the date and time, and to develop a service that respects the wishes of the family and honors the deceased.

Music and Sound System:

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

Flowers and Memorabilia:

- Flowers and a guest book are the responsibility of the family. Florists' deliveries must be made during office hours unless other arrangements have been made.
- Personal pictures and mementos may be displayed in the Sanctuary or in the Sanctuary foyer.
- The church will provide a simple pamphlet/order of service to be handed out at the service. The family will arrange for a minimum of two friends or family members to welcome attendees and hand out pamphlets.
- The church will provide the family with one CD recording of the service.

Fees

- Fees include space rental and sound technician. The Church Secretary will explain and confirm these fees at the time space is reserved. Fees/honoraria for musicians and for the minister will be paid directly to the individuals involved; fees must be quoted and agreed upon before arrangements are confirmed.

Note: These guidelines pertain to individuals and families who, at time of need, are not supporting members or friends of the church. At the discretion of the minister, exceptions to these guidelines may be made.