

## THE CHURCH OF THE HOLY SPIRIT

204 Monument Road, Orleans, MA 02653

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[www.holyspitorleans.org](http://www.holyspitorleans.org)

As your church home, we want to do everything we can to help you honor your loved one through this service.

We hope that this document will help you to cover everything necessary for the service, and if there is anything more we can do for you at this difficult time please let us know.

Full name of Deceased: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_

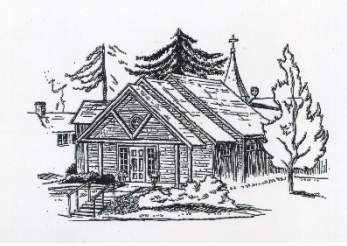
Place of Death: \_\_\_\_\_

Place of Interment: \_\_\_\_\_

Family Contact Info: \_\_\_\_\_

Please Contact the Office to speak with a clergy member about service plans.

11/03/22



**The Church of the Holy Spirit**  
 204 Monument Rd., Orleans, Massachusetts 02653 ▪ 508-255-0433  
 www.holyspiritlorleans.org

**\*Fees for Funeral**

**Memorial Service for** \_\_\_\_\_

**Date:** \_\_\_\_\_

	<b>Standard Fee \$</b>	<b>Applied Fee \$</b>
<b>Church</b>	<b>No Fee/250</b>	
<b>**Organist</b>	<b>250</b>	
<b>Sexton, in Church only</b>	<b>75</b>	
<b>Sexton, with Church service and Reception in Parish Hall</b>	<b>125</b>	
<b>Reception – Parish Hall (4 Hours) Additional Time \$50/hour</b>	<b>100/200</b>	
<b>Flowers (basic fee)</b>	<b>250</b>	
<b>Columbarium (Based on Parish Membership)</b>	<b>250</b>	
<b>Memorial Garden (Based on Parish Membership)</b>	<b>250/person</b>	
<b>Other – Brass Memorial Plaque</b>	<b>55-75</b>	

At the family’s discretion, a voluntary donation may be made out to The Church of the Holy Spirit (Rector’s Discretionary Fund).

Suggested amount \$250.00

**A separate check to be made out to the Organist: Joan Kirchner**

**See above. Amount:** \_\_\_\_\_

\*\*Organist extra charge if additional rehearsal time is required. (\$75 per hour, \$75 minimum) Choir, work with other musicians/soloists, unusual music request.

**A separate check made out to the Sexton:** \_\_\_\_\_

**See above. Amount:** \_\_\_\_\_

**Any remaining fees due, make check out to the Church of the Holy Spirit. Amount**\_\_\_\_\_

If the reception is planned using the Parish Hall there are two options – Self Catered or Outside Caterer. Requirements for these options are contained on reverse.

**\*These fees are based on the family’s membership status.**

2/27/23

### **Self-Catered Option**

If you plan to self-cater your after service reception you will have access to the Parish Hall and limited access to refrigeration and food set up area in the Parish Kitchen.

You must provide all necessary supplies, including but not limited to table cloths, napkins, plates, cups, serving utensils and platters.

You will also be asked to execute a Hold Harmless Agreement.

### **Outside Caterer**

If you plan to hire an outside caterer to provide all food and food service items for your after service reception you and the caterer will be subject to the following provisions.

The Outside Caterer will be required to provide the Church with a copy of a Certificate of Liability Insurance naming the Church of the Holy Spirit as the Certificate Holder. The Outside Caterer will also be required to provide a copy of a ServSafe Certification for those employees catering the event.

### **Alcohol**

Use of Alcohol is not permitted on Church premises.