

**The Reverend Gary W. Cole, Pastor
First United Methodist Church
7520 W. Lapham St.
West Allis, Wisconsin 53214
(414) 744-5500**

Funeral Information, Guidelines, and Suggestions

We are very sorry for your loss and will hold you and your family in our prayers. The following has been prepared to help you with the difficult work of planning the funeral for your loved one. Our pastor is trained in grief counseling. He is available to meet with you at your convenience to plan the ceremony. He is also available for support during the hard days that follow a funeral. Please feel free to call him. Our church has trained Stephen Ministers available for those experiencing grief. If in the days or weeks following the death of your loved one, you would like to know more about Stephen Ministers and their ministry of private, confidential support, please call Pastor Gary for information at (414) 744-5500.

Sometimes a family elects to have the funeral home pay for all of the church expenses and honoraria and in turn bill the family. If they do not provide that service the family should pay the expenses in the church provided envelopes. Please give the envelopes to the pastor to distribute. There is no charge to use our sanctuary for a funeral service. However, there are other fees and honoraria that you will be responsible for. The church will provide the family with payment envelopes for other fees and honoraria.

If you desire an organist to play during the funeral, the suggested minimum honorarium for the organist is \$125.00 without a soloist and \$150.00 if the organist accompanies a soloist. If the church provides the soloist he or she should receive a suggested minimum honorarium of \$50.00. Both of the musicians should be paid directly using the proper envelopes.

In most cases the family provides an honorarium for the pastor. It normally runs between \$100.00 and \$200.00 at the discretion of the family. The honorarium should be given to the pastor in the provided envelope. In the event of financial hardship the pastor will refuse any honorarium for himself.

If the service is held during the work week, Monday to Thursday, there is no charge for the custodian's services. If the funeral service is held after business hours, or on a Friday, weekend, or holiday there will be a \$60.00 charge for the custodian's services up to four hours. Any additional hours will cost \$15.00 per hour. There is a setup fee for a reception of \$25.00. These fees are to be paid to the custodian directly using the proper envelope.

The church requires a \$60.00 fee for a person to serve as the building presence after hours or on Friday, Saturday, Sunday and holidays. This should be paid to the person serving in this capacity directly using the proper envelope.

The church requires an audio technician to operate the sound system. The fee is \$40.00 and should be paid to the audio technician in the proper envelope.

If you and your family desire a reception following the funeral ceremony, please ask the pastor to make the initial contact with the United Methodist Women. You will be contacted by a UMW leader to make arrangements.

United Methodist Women Funeral Luncheon Guidelines

If a reception is desired by a family for whom a minister representing our church conducts a funeral the United Methodist Women will provide cake and coffee in the fellowship hall. The suggested minimum honorarium is \$100.00. Please use the provided envelope.

If the UMW orders food and serves the minimum honorarium is \$150.00. If you decide to have a catered reception costs vary on whether or not the UMW is required to serve. All checks are to be made out to UMW. Please use the provided envelope.

Memorial, Music, or Scholarship and Endowment Fund Gifts

If your family wishes to make a gift in memory to your loved one there are three ways to do so at First United Methodist Church.

An undesignated or designated gift to the church Memorial Fund. An undesignated gift may be used to memorialize your loved one in a means determined by the Memorial Fund Committee. A designated gift is one with a use designated by the family.

A gift to the Music Fund. Gifts designated to the Music Fund provide music and equipment for the church's music program.

An undesignated or designated gift to the church's Scholarship and Endowment Fund. These gifts are administered by a special committee. Some gifts may be restricted to expenditure of earnings on the principle creating a perpetual gift. Others may be designated in a manner similar to the Memorial Fund.

Summary of Fees and Suggested Minimum Honoraria for Funerals and Memorial Services at First United Methodist Church

For use of Church Sanctuary	No charge
Church Organist	\$125.00 minimum
If accompaniment is provided for a soloist	\$150.00 minimum
For a church provided soloist	\$ 50.00 minimum
Custodian	\$ 60.00
Reception at church following service.	\$ 25.00 Set-up and \$ 15.00 per hour
Building Presence	\$ 60.00
Audio Technician	\$ 50.00
PowerPoint Operator (if needed)	\$ 50.00
Pastor	Your discretion
*For a coffee and cake reception served by United Methodist Women	\$100
*If the UMW orders food and serves the minimum honorarium is	\$150
*If you decide to have a catered reception the minimum honoraria varies on whether or not the UMW is required to serve.	