



**Pastors:**

Rev. Dr. Kathlyn James  
Senior Pastor  
Rev. Marta Schellberg  
Associate Pastor  
Rev. Serena Sullivan  
Pastor of Congregational  
Care

**Program Staff:**

Stephen Marshall-Ward  
Director of Music & Arts  
Ministries/Organist  
Wanda Griffiths  
Associate Director of  
Music & Arts Ministries/  
Organist

**Administrative Staff:**

Cheryl Hay  
Church Administrator  
Shirley Bomgaars  
Senior Administrative  
Assistant  
Letitia Tappa  
Administrative Assistant  
& Calendar Coordinator

Edmonds United Methodist Church  
828 Caspers Street, Edmonds, WA 98020  
425-778-2119 ~ [office@edmondsumc.org](mailto:office@edmondsumc.org)

Planning a  
**MEMORIAL  
SERVICE**  
at  
Edmonds United  
Methodist Church

# Planning a Memorial Service

The loss of a loved one can be a very painful and confusing time. The Edmonds United Methodist Church staff will do all we can to assist you during this difficult time.

Hopefully, this brochure will answer most of your questions, but feel free to contact the administrative staff with any questions that may come up in your planning.

Pastors and Administrative Staff and their contact information is listed on the back page of this brochure.

## *Some things to keep in mind:*

The church is very busy all week long, so make sure the day and time you want is available before setting your plans.

Late afternoons and evenings are difficult times to gather volunteers who can help with receptions.

We do not have custodial help on Sundays and Mondays for set-up and clean up.

If you plan on using a DVD or CD during the service, we ask to have that in hand 24 hours prior to the service to ensure that it is compatible with our equipment.

Please use the check list below to guide you through the planning process:

- Call the church to arrange a visit with a pastor. If an outside pastor will be presiding, they need to be approved by our senior pastor.
- Confirm the date, time and location of the service with the pastor and administrative staff.
- Provide the church with phone and mailing contact information.
- If you are planning a reception following the service, be sure that the administrative staff is aware and that the appropriate room is reserved. Staff will contact the Memorial Reception Team who will work with you. The church will provide coffee, tea and punch, as well as purchased cookies, unless other arrangements have been made.
- Church members may use the services of the administrative staff in preparing the memorial bulletin. Make an appointment with one of them to discuss your needs and provide information. *We're sorry, but color copies are not available through the church office.*
- Arrange to bring any special music, CD's or DVD's to the church 24 hours in advance to test with church equipment.
- If your planned service is near the weekend and you would like to leave a floral arrangement for Sunday worship, please let the office know as soon as possible.

## Memorial Service Fees

*A separate invoice will be prepared for you after all arrangements have been made. This list is to help you in your planning.*

### Non-members Room Rental:

|                              |       |
|------------------------------|-------|
| Sanctuary.....               | \$250 |
| Chapel.....                  | \$150 |
| Wesley Room/Kitchen.....     | \$100 |
| Fellowship Hall/Kitchen..... | \$150 |

### Non-member misc. fees:

|   |       |
|---|-------|
| Sound Technician.....                               | \$50  |
| Pianist/Organist.....                               | \$200 |
| Soloist.....  | \$75  |
| Refreshments (if other than previously stated)..... | TBD   |

*EUMC church members do not pay a rental fee for room use.*

### Member misc. fees:

|   |       |
|---|-------|
| Sound Technician.....                               | \$50  |
| Pianist/Organist.....                               | \$200 |
| Soloist.....  | \$75  |
| Refreshments (if other than previously stated)..... | TBD   |

The pastors determine their own fees for memorial and graveside services. Usually, a donation can be made to the pastor's discretionary fund in the amount of your choice. Please speak to the pastor regarding their preference.

### Room Capacities:

|                                   |     |
|-----------------------------------|-----|
| Sanctuary-                        | 350 |
| Chapel-                           | 150 |
| Wesley Room (for receptions)-     | 75  |
| Fellowship Hall (for receptions)- | 200 |

**Musicians Statement:** Though most musical needs can be handled during the meeting with the pastor, the church's Music Director would be happy to meet with the family as needed. Any guest musicians need to be approved by the Director of Music & Arts.