

South Hill Bible Church

MEMORIAL SERVICE GUIDELINES

1. The church office will coordinate the service arrangements.
2. Our facility can accommodate up to 250 people.
3. Smoking is not permitted on the property.
4. Nursery facilities are not available.
5. Services can be scheduled any day but Sundays and holidays.
6. Pastors from other churches are permitted to officiate a funeral/memorial service only if the pastors are in doctrinal agreement with SHBC.
7. The sound system will only be operated by our trained personnel.
8. For Memorial PowerPoint Slideshows, you may include up to 50 digital or printed photos (please specify photo order in the filename or on the back of the photo). All photos and selected music must be submitted at least 3-business days prior to the service.
9. When providing a slideshow, applicants must submit their own slideshow to the church office at least 24-hours in advance either via email or in person on a thumb drive in a PowerPoint or common video format.

SERVICE FEES

MEMORIAL SERVICE		SUGGESTED FEE	RECEPTION		SUGGESTED FEE
	Pastor	Honorarium	Custodial	\$75	<i>Required</i>
	Coordinator	-	Contact Deaconesses	\$35/hr. up to 5 hrs. \$50/hr. after 5 hrs.	<i>Required for any kitchen use</i>
<i>Required</i>	Facility	\$75	Audio/Visual Operator	\$25/hr.	<i>Optional</i>
	Custodial	\$75	Coffee/tea	\$25	
<i>Optional</i>	Musicians—soloist, pianist	\$75	MEMORIAL & RECEPTION TOTAL _____		
	Audio/Visual Operator	\$75			
	Memorial Programs	\$50			
	Memorial Slideshow	\$150			
	“Memories Of...” Sheets	\$10			

All memorial fees are expected within 7 days of service date

CHECKLIST & PROCEDURES FOR MEMORIAL AND FUNERAL SERVICES

Call or email the church office with the following information:

SERVICE FOR _____

Date & time _____

Type of Service (Memorial/Funeral) _____

Estimate of attendance—Total _____ Family _____

FAMILY INFORMATION _____

Contact Name _____

Phone _____ Email _____

Mailing Address _____

SERVICE REQUIREMENTS

Type of room requested _____

Number of pews reserved for family _____

Guest book table preferences _____

SOUND REQUIREMENTS

Microphone _____

Pulpit Microphone _____

Video _____

Music Type—CD's _____ Pianist _____ Organ _____ Soloist _____

RECEPTION—the church will provide ice water.

[] We agree to engage only those activities in the church facility that will honor and glorify the Lord Jesus Christ and consistent with our Facility Usage Policy, attached.

Signed: _____

Date: _____

If further needs are required that are not listed on these guidelines and procedures, please contact the Deaconess Chairwoman for information and fees.

FACILITY USAGE POLICY

South Hill Bible Church (“the Church”) owns real estate, including a worship facility all of which is used to promote its religious purposes. The Church seeks to exercise wise stewardship over all aspects of the property. Such stewardship may include occasional member use from time to time for purposes consistent with the Church religious purposes and doctrinal beliefs. Based on these considerations, the Church shall allow use of its Real Estate in accordance with the following requirements and guidelines.

1. Decision-making authority. The Church’s Board of Elders shall make decisions as needed regarding the use of the Church’s Real Estate, all in the best interests of the Church.
2. Doctrinal Restrictions. The church’s Real Estate may be used only for purposes and in ways consistent with the Church’s Doctrinal Statement as stated in Article III of its Bylaws. The Elder Board shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the Church’s religious doctrine.
3. The Church may request donations or charge for cost-sharing contributions to defray the estimated cost of facility use.
4. Additional insurance coverage may be requested for use of the Church’s Real Estate.
5. The Church’s Board shall be responsible for communicating these requirements and other guidelines to all prospective users of the Real Estate.



South Hill Bible Church
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shbcspokane.org/facility