



SOUTH HILL BIBLE CHURCH

MEMORIAL/FUNERAL SERVICE GUIDELINES AND FEES

Call or email the office with the following information at least 7-business days before the service date:

SERVICE FOR (full name for programs) _____

SERVICE DATE & TIME (confirm with office) _____

Type of Service (memorial/funeral) _____

Estimate of attendance— Total _____ Family _____

FAMILY INFORMATION

Contact person's name _____

Mailing address (invoice) _____ City/state _____

Zip _____ Phone _____ Email _____

SERVICE REQUIREMENTS (please check all that apply)

Funeral home/organizations involved (if any) _____

Sanctuary [] Fellowship Hall []

Number of rows in sanctuary reserved for family _____ Ushers needed _____

Guest book table [] Memorabilia table needed []

Memories of... sheets needed # _____ Memorial programs needed # _____

SOUND REQUIREMENTS

Microphone [] Pulpit Microphone [] Video []

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

RECEPTION—the church will provide ice water. Coffee, tea, and punch is available at additional cost (see Service Fees).

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

[] I/We agree to send the office all information required within a timely manner as laid out in the guidelines on page 2.

[] I/We understand, all memorial fees are expected within 7 days after service date (an invoice will be sent to you within 1-2 business days following the service).

Signed _____

Date _____

MEMORIAL/FUNERAL GUIDELINES

- The church office will coordinate the service arrangements.
- Services can be scheduled any day but Sundays and holidays (confirm with office to ensure availability).
- Our facility can accommodate up to 250 people. Nursery facilities are not available.
- Pastors from other churches are permitted to officiate a funeral/memorial service only if the pastors are in doctrinal agreement with SHBC.
- Smoking/vaping is not permitted on the property.
- The sound system will only be operated by our trained personnel.
- When requesting a Memorial Program, please send the office a photo, the birth date/date of passing, Order of Service, obituary, Bible verses/poems, and any other applicable information you would like inside the program *within 3 business days of the service date*.
- If you would like a PowerPoint Slideshow made for you, you may include up to 50 digital or printed photos. Please specify photo order in the filename or on the back of the photo, otherwise we will put them in random order. All photos and selected music *must be submitted at least 3-business days prior to the service*. Photos and music must be tasteful and will be subject to the church office staff's discretion.
- If you are providing a Slideshow, applicants *must submit it 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. Additional fees may be added to the invoice if the PowerPoint is incomplete (missing timings, music, photos).



FEE GUIDELINES (ESTIMATES ONLY)
 Circle all fees that apply in the columns below.

MEMORIAL SERVICE		SUGGESTED FEE	RECEPTION	SUGGESTED FEE	
	Pastor	Honorarium	Custodial	\$75	<i>Required</i>
			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	Special food requests (ice cream, cookies, lasagna, potluck...)	(contact office)	
	Audio/Visual Operator	\$75	MEMORIAL & RECEPTION TOTAL _____		
	Memorial Slideshow	\$150 (additional cost for multiple physical copies)			
	Memorial Programs	\$50			
	"Memories Of..." Sheets	\$10			

The office may add additional fees for special requests. These will be specified in the Memorial Invoice.

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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