

Date Received: _____ [] No conflicts [] Conflict exists; reschedule

The First Church in Marlborough (Congregational)

UNITED CHURCH OF CHRIST

37 High Street, Marlborough, MA 01752-2344

(508) 485-6297

FUNERAL REQUEST OF INTENT TO USE FIRST CHURCH FACILITIES

(This request must be scheduled and submitted to the Board of Trustees through the Church Office.)

"The mission of First Church in Marlborough (Congregational) is to welcome all to a positive environment for personal and spiritual growth through the worship of God; to foster a caring, friendly and inviting ministry of people who are committed to knowing God, God's will and the teachings of Jesus Christ; and to reach out to all with Faith and Love."

Deceased Name: _____ Next of Kin: _____

Daytime Phone: _____ Home Phone: _____ Email: _____

Address (to mail confirmation): _____

Active Member of Church: [] Inactive Member/Friend: [] Non-Member of Church: []

Funeral Date Requested: _____ Funeral Time Requested: _____

Collation Requested: _____

Set-up Time: _____ Clean-Up Time: _____

Area(s) Requested: Sanctuary [] Parish Hall [] Kitchen [] Classrooms [] Temple Room []

Furniture Requested: Chairs [] How many? [] Tables [] How many? [] Sound System? []

Parlor _____ Other (please explain): _____

How many attendees do you plan to have? (Tentatively): _____

Church Staff to be used: **(First Church Minister, Organist, and Sexton are mandatory unless other arrangements are made and approved.)**

Who will officiate the ceremony? _____

PLEASE NOTE:

❖ **Senior Pastor of First Church has first right of refusal in all funeral scheduling.**

❖ All use of facilities must comply with local fire laws.

❖ Absolutely No Helium balloons are allowed in the building.

Believing that we should be healthy emotionally and physically, as well as spiritually, First Church has chosen our facility to be one where smoking, drinking of alcoholic beverages, use of illegal drugs or any form of gambling (raffles, bingo, etc.) is not permitted anywhere in our facility or on the Church property.

Schedule and fees effective November 22, 2015

**FIRST CHURCH IN MARLBOROUGH (CONGREGATIONAL)
UNITED CHURCH OF CHRIST
MEMORIAL FUNDS POLICY EFFECTIVE 12-1-14**

First Church in Marlborough (“**First Church**”) is an active and ongoing faith community worshipping God. Through your memorial gifts, we would hope that you would honor a higher authority with your focus on the funds being used for the various ministries of the church or church operations so that we can continue to spiritually grow as the church family that your loved one was once a part of.

First Church is always grateful to receive donations in memory of a loved one, family member, or cherished friend. While we understand that the deceased person or family members may have specific plans in mind for a memorial donation, the Trustees of First Church respectfully request that you speak with the Pastor prior to implementing any plans that you may have.

First Church often receives tangible items that may be better utilized by a different organization. We also receive restricted use monetary donations that can quickly become outdated, may actually be so restrictive in their definition that they sit unused for years in an account, or may cost the church additional funds that we do not have to implement the donor’s planned use. The First Church Board of Trustees will honor any planned donations received via a personal will or estate directive as required by law.

Donations should be made out to First Church in Marlborough, not First Church Memorial Fund, as we do not have a memorial fund banking entity set up with a separate tax I.D. as some larger churches do. The person's name and the words "memorial fund" should be in the check memo field of any donation (ex. John Doe Memorial Fund). The church address for dropping off or mailing donations is 37 High Street, Marlborough, MA 01752.

Memorial Fund donation acknowledgements to the surviving family will be sent out by the First Church Collector. Any person who makes a donation in memory of someone will receive a statement from the Collector by the end of January for the preceding calendar year, with all their itemized donations to the church listed.

May you feel the grace of God and His loving arms around you as you move forward to celebrate the life of your loved one.

Respectfully,
Trustees, First Church in Marlborough (Congregational)

FIRST CHURCH POLICIES REGARDING FUNERALS

All individuals wishing to utilize the sanctuary and other facilities of First Church for a funeral ceremony must conform to the policies stated herein and agree to pay the fees listed herein. Such agreement shall be indicated by signing this form and providing a deposit at the time of the request equal to one half (50%) of the total fees due for the use of First Church facilities (in the case of member/donations, a minimum of \$100 will be required as deposit). Requests for reservation will not be considered or approved by the Trustees of First Church prior to the payment of such deposit. The balance of fees shall be payable no later than the day of the funeral.

ROLE OF SENIOR PASTOR

Individuals wishing to have a funeral in First Church are required to meet with the current senior pastor of First Church prior to reserving the facilities. The senior pastor has the right to be involved in any funeral performed in First Church. Should the individual wish to have another minister or clergy member involved in the ceremony, the senior pastor must approve such individual and involvement in advance. The senior pastor shall have the right to deny the involvement of an outside clergy or other official if he or she determines that such outside clergy or official's involvement would be inconsistent with the mission and spirit of First Church. The senior pastor shall have the right to be involved in any funeral ceremony performed in First Church as the principal celebrant, or as a co-celebrant at his or her discretion. The Trustees shall not approve the use of the facilities until they have received from the senior pastor evidence that these requirements have been met.

ORGANIST AND OTHER MUSICIANS

The current organist of First Church shall have the right of first refusal to play at any funeral performed in First Church. No outside organist or keyboardist may be used unless the current First Church organist has been consulted and agreed. Any additional musicians or soloists to be used during the ceremony must consult with be approved in advance by the current organist. Any costs incurred for such musicians or soloists are solely the responsibility of the family of the deceased.

SEXTON

Individuals reserving First Church for a funeral are required to utilize and pay for the services of the sexton.

The payment schedule (see attached sheet) for the Minister, Organist, and Sexton are to be paid individually by the date of the funeral. Check with the Office Manager for names. For the Sanctuary and any area(s) requested for use, please make check out to First Church in Marlborough and submit to Treasurer's Office by the date of the funeral.

FIRST CHURCH FEES AND HONORARIUM SCHEDULE

Funerals	Member Fee	Non-Member Fee
Senior Pastor	(Suggested Donation) \$175-250	\$300
Organist for Funerals	\$175	\$175
Sexton for Funerals	\$100	\$100
Printed Funeral Bulletins (Payable to First Church)	\$15	\$15
Winter Surcharge (Dec 1-Mar 30)	\$50	\$50
Hall/Room Usage	Member Fee	Non-Member Fee
Sanctuary	Donation	\$200
Classroom or Temple Room	Donation	\$100
Parish Hall	Donation	\$250
Kitchen	Donation	\$100
Kitchen Support Person	Volunteer	\$100

*Damage deposit of \$150 is required to secure event. Following the event the deposit will be returned less any additional cleanup or correction of the damage.

Schedule and fees effective November 22, 2015

FOR CHURCH USE ONLY

Approved Denied

Total Fee \$_____ Deposit \$_____

Trustees Signature:

Date:

Requestor Signature:

Date: