



The LORD is close to the brokenhearted and saves those who are crushed in spirit. Psalm 34:18

One of the most difficult things a person will experience is the death of a loved one. The Congregational Care Ministry staff at Whittier Area Community Church is prepared to walk alongside you to plan and facilitate a personalized Celebration of Life ceremony that honors your loved one and provides comfort and closure. If you or someone close to you has suffered a loss, we extend our deepest condolences, and yet we rejoice in the promise of eternal life we have been given through Jesus Christ. We gather primarily to worship God and confess our faith in a living Savior. Though we mourn our loss and remember our loved one, our focus is fixed on Jesus Christ, the Author and Finisher of our faith. (John 4:23-24; Philippians 3:3; Colossians 3:23.)

Memorial service costs can vary greatly depending on personal wishes, so in an effort to clarify and help the decision-making process, costs for services and personnel are listed below.

Services:

- All arrangements/conversations must take place with the immediate family of the deceased or with the Executor of the deceased's estate.
- A WACC pastor, former pastor or chaplain is expected to be the service officiant. In the occasional circumstance that a pastor other than a WACC pastor, former pastor or chaplain, for example a family member of the deceased who is clergy is presenting the meditation, then a WACC pastor, former pastor or chaplain will open and greet the assembly on behalf of WACC.
- Facility space and people hired for the service will be utilized for a maximum of 5 hours. Any time beyond 5 hours will be charged in 15 minute increments.
- The first hour is designated for set up and sound checks. ***We request that guests do not arrive on campus prior to one hour before the service*** (exception: flower deliveries)
- An opportunity for an open-casket viewing is available to immediate family only, for **30 minutes** prior to the Celebration of Life. The casket will be closed for the remainder of the service time prior to guests and the public being allowed into the Worship Center. As the emphasis at a Christian memorial service is on eternal life and the hope we have in Jesus, public viewing services will not be accommodated.
- The staff at Whittier Area Community Church will not be responsible for or move caskets or cremated remains.
- Any fraternal, civic or military rites should be conducted separately.
- Reservations will be based upon facility space/calendar availability **and** officiant/pastor availability.

Receptions:

- ***Light receptions*** are held ***outdoors on the patio*** which has seating capacity for approximately 150 people. We do not make accommodation for inclement weather, so please take this into consideration when planning your reception.
- A light reception is considered to be finger foods, salads, desserts and beverages. Fully catered meals and heated food will not be accommodated. All food, beverages and paper goods to be supplied by the family.
- A reception to accommodate more than 150 people requiring additional facility set up will require 2 or more facilities people. We do not rent or facilitate additional tables, chairs or canopies for receptions.

- A Celebration of Life service reception is intended as an opportunity for fellowship and personal connection with the deceased's family. As such, additional technical services for music, TV usage, video projection or sound services are not available on the patio.
- Reception cleanup begins at 4.5-hour mark, or sooner.
- All flowers must be removed from the facility. We will not distribute or take flowers to other locations. Any flowers must be removed from the facility by the family.

Tech:

- All slideshow/music/thumb drives must be delivered to WACC **three days** prior to the scheduled service. Items will be returned to the family the day of the service.

Fee structure:

- WACC Members pay no facility usage fee and are only responsible for covering the personnel fees for the staff hired to work the day of the Celebration of Life service. (Fees listed below)
- Base facility usage fee for Celebration of Life services held **Monday-Thursday**:
 - Immediate Family of WACC member -\$150.00
 - Non-members - \$500 (\$100.00 per hour based on usage)
- **Friday-Saturday** Services: Additional \$200.00
- Personnel fees:
Personnel is hired based on the estimated number of guests expected. Personnel is hired based on 150 guests. Additional personnel are required for guest numbers over 150.
 - Director - \$150
 - Hostess - \$100
 - Facilities - \$100 per person
 - A/V Tech - \$100
 - 2nd A/V Tech - \$75
- Contract Artist fees:
 - Vocalist - \$150 each
 - Musician - \$150 each

A pastoral honorarium is paid personally and directly to the officiating pastor after the Celebration of Life. An additional amount is suggested if the pastor is presiding additionally at the graveside.

- Celebration of Life Pastoral Honorarium suggested amount: \$250
- Celebration of Life plus graveside Pastoral Honorarium suggested amount: \$350

Additional fees:

- Memorial folder printing – .25 cents per color copy requested
- Overtime use fee-over 5 hours (billed in 15 minute increments) - \$50

Signature _____ Date _____

Please contact Judi Snyder at (562) 945-4500 x 154 for changes or questions

Office hours: 8:30 am-4:30 pm Monday-Thursday