

Funeral Prep Questions and Comments

Options

The following is a list of options and questions to be asked of anyone planning a funeral at ESMC.

- ☐ Key holder - person who will open the church for the funeral home, and who will close the church properly at the end. (customary honorarium of \$50, maybe \$25/end)
- ☐ Sound. (customary honorarium of \$100)
- ☐ Zoom. (Include words of hymns, program display and slideshow for those at home). (customary honorarium of \$150)
 - Please bring/provide slideshow on a USB stick at least 1 hour before funeral
 - Please let us know who the funeral director is so we can share the zoom link directly with them. Also have them send a digital copy of the program the day before.

Slide show will play before the funeral. Just before the funeral a version of the program will be displayed. Video will be zoomed out for processional and recessional, zoomed in for presentations. Hymn words will be displayed during hymns. Reading text could be displayed if desired. Slide show will play again after the funeral. (online people tend to stay for at least one iteration.)
- ☐ Do you want to know who attended online? If so, we can screen grab the names of attendees.
- ☐ Would you (or any collection of family members) like to join zoom after the funeral to chat to those attendees for a bit?
- ☐ want a Recording to post afterwards? (typically the next day, though we may move to YouTube streaming and then it is within the hour)
- ☐ There are table that can be put in the foyer to display any memorabilia for those who missed the visitation if you wish.
- ☐ There is a TV with USB input that can play a slideshow. That can be set up upstairs or downstairs at the church.
- ☐ We could set up a projector and laptop downstairs in the fellowship hall to display a slideshow during the reception.
- ☐ Lastly, there is an audio system with wireless mic if you wanted to have open mic sharing in the fellowship hall.

Church setup

Details to be known first

- how many people are expected? (speaks to how many chairs are required)
- how many family are expected? (speaks to chair for Martin room)

Work

- JB Martin room gets a circle of chairs for the family to sit in
- Tables are set up in the fellowship hall
- move children's tables and stuff from sanctuary - place in extra office or board room
- If expected attendance could be >200, add chairs to back of sanctuary

- if more than 200 people are expected, get the extra hymnals from the office area
- make sure windows in entrance doors are cleaned
- make sure washrooms are clean, waste baskets emptied
- funeral home will move communion table if necessary - dependant on a casket being present
- clean old bulletins, etc. out of hymnal holders in pews (this should be done after each Sunday service, however it is not)
- sweep leaves, etc. away from entrance doors
- if a large funeral is anticipated, chairs should be set up in the library for overflow during reception.