

**Memorials or Funerals for Guests
Service and Reception Fees**

Building Use

Damage Deposit (refundable)	\$100
Sanctuary Use	\$100
Chapel Use	\$50

Pastor Honorarium \$100

Funeral/Memorial Coordinator \$100

Reception Coordinator \$60

Technical

Sound	\$80
Lighting	\$60
Projection	\$50
(Special lighting and video projection not available in Chapel.)	

Music

Vocalist/Instrumentalist	\$50
Organist/Pianist	\$100
(Organ not available in Chapel.)	

Guest Book \$15

Program Preparation \$25

Reception

100 people or less	\$100
Each additional 100 people	\$100
(Includes coffee, tea, punch and purchased cookies/bars.)	

The Memorial/Funeral Coordinator will help you calculate costs for the service and reception. Please make one check for the total amount payable to Westwood Baptist Church and give it to the Coordinator at your planning meeting.



Memorial & Funeral Information

For Guests of Westwood Baptist Church
333 Kaiser Road NW, Olympia, WA 98502
360.866.6888

Message for the Guest* Family

In this time of sorrow, Westwood Baptist Church wants to be available to serve you, to help ease your burden and to assist you in caring for the many needs that arise at the time of the loss of a loved one.

The Pastor who will officiate the service **or** the Memorial/Funeral Coordinator will contact you to schedule a meeting time to discuss the service. The Memorial/Funeral Coordinator will be checking the availability of the building and Westwood personnel for the service. ***Please*** do not make final plans for Westwood facilities or personnel use until availability is confirmed. Fees will be discussed at the initial meeting. A list of appropriate fees is provided for you on the back page.

The Pastor and Memorial/Funeral Coordinator will meet with you to help you plan the service, which will include the order of service, scriptures to be read and biblical meditation. They will help you with all necessary details regarding participants in the service, such as musicians, technical issues, programs, logistical issues, etc. and will give final consent for all music and media to be used in the service. An example of the order of service is on the next page for you to think through before the first meeting.

Childcare ***will not*** be provided during the service. Parents with small children are encouraged to observe the service from the lobby where their children may move and make noise without disturbing others. School-age children are encouraged to remain in the service with their parents.

For information published by the State of Washington Office of the Attorney General, "*Dealing With Death*" see <http://www.atg.wa.gov/DealingWithDeath/default.aspx>. It will assist you in thinking through some of the legal decisions and arrangements you will need to make.

Please contact your Westwood Memorial/Funeral Coordinator with any questions you may have.

* A "guest" is an individual or family who has never attended or only occasionally attends Westwood Baptist Church.

The Westwood Pastors and
Memorial/Funeral Coordinators

Memorial/Funeral Order of Service Outline

Prelude

Welcome

Special Music (optional)

Scripture Reading

Prayer

Congregational Singing (optional)

Special Music (vocal or instrumental soloist, optional)

Obituary

Eulogy (one or two friends or family members of the deceased sharing personal experiences)

Testimonies—Open Microphone (optional)

Special Music (vocal or instrumental soloist, optional)

Message

Closing Prayer

Postlude