



FIRST PRESBYTERIAN CHURCH

Procedures for Arranging the Memorial Service

The initial contact should be made with the Pastor's Administrative Assistant to ensure the memorial service dates are available on the church calendar. Then the Memorial Service Application, Fee Schedule and Procedures must be read, completed (as necessary), signed, and returned to the Pastor's Administrative Assistant. A tentative reservation for *facilities only* will then be held until clearance from a pastor is received. The Pastor's Administrative Assistant will contact you when the date is secured with a pastor. (It is advisable to make copies of all forms for your records before submitting them.)

PASTORAL SELECTION

It is the policy of First Presbyterian Church that the Senior Pastor be in charge of all memorial services. In the event a pastor from another church is desired, the request should be made in writing to the Session of the Church. As much information as is available should be included. The request should be given or mailed to:

First Presbyterian Church of North Palm Beach
Attn: Pastor's Administrative Assistant
717 Prosperity Farms Road
North Palm Beach, FL 33408

TIMING

Memorial Services will not be scheduled on Sundays or established holidays. When there are two or more services on the same day, there must be a minimum interval of two hours between the conclusion of one service and the beginning of the next.

MUSIC

The church memorial service is an act of worship and all music used for the memorial service should be appropriate for the worship of Almighty God. To assist in planning music for your service, you may contact the Director of Music Ministries. Hymns and special music will be discussed. Music at the memorial service includes prelude and postlude pieces. Organ prelude music is played as guests are seated. Organ postlude music is played at the conclusion of the service as guests depart.

FLORISTS AND DECORATORS

Florists/Decorators -

Do not use nails, thumbtacks or screws. Only floral tape is permitted on the pews. The florist must not use any decorations that will damage the floors, rugs or furniture.

Flowers - If flowers or small potted plants remain in the Sanctuary or in the Fellowship Hall more than an hour after the memorial service or reception, we will not be responsible for their care and/or safety. First Presbyterian Church DOES NOT have refrigeration available for storage of flowers, either overnight or the day of the service. All floral pieces must arrive at the church already arranged. We do not have the facilities to make floral arrangements here.

Candles - Only dripless candles can be used. Plastic must be placed underneath candelabras without lamps. This prevents candle wax from dripping on the rug.

Floor Plants - Any floor plant remaining after the memorial service will be put outside the Sanctuary unless arrangements were made with the church office prior to the service. We will not be responsible for either their safety or care. All containers used for flowers or plants that do not belong to First Presbyterian Church must be removed after the memorial service.

Narthex - Removal of anything on the walls and/or tables is not permitted; i.e. bulletin boards and their contents, literature/literature racks, etc. The Narthex furniture should not be removed or rearranged. Please remember



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that the Narthex has a certain function and we ask you to respect our desire to keep it that way. Failure to do this will require additional time for the sexton and an additional charge to you.

MISCELLANEOUS

Personal Items - The church or any governing board will not be responsible for any personal effects, lost, stolen or damaged. Persons attending the memorial service should either give valuables to someone for safe keeping or leave them in the trunk of their car. This includes pocketbooks, money, etc. If any personal items are left on the premises after the service, please call the church secretary the following business day to make arrangements to pick up these items. They cannot be held for more than two weeks.

Parking - Parking is only allowed in designated parking areas. Handicap parking is enforced by the North Palm Beach Police Department.

Keys - It is our policy not to loan any keys for memorial services or receptions.

Food and Drinks - No food or drink is permitted in the Sanctuary or the Chapel.

NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ARE TO BE ON THE CHURCH PROPERTY AT ANY TIME.

This policy shall be strictly adhered to.

Smoking - There is **NO SMOKING ALLOWED IN ANY BUILDING ON THIS PROPERTY AT ANY TIME.**

This policy shall be strictly adhered to.

No photography is allowed during the service.

Note: ANY VIOLATION OF THE ABOVE POLICIES WILL RESULT IN CLEANING CHARGES AND FEES FOR DAMAGES BEING BILLED DIRECTLY TO THE PERSON(S) ARRANGING FOR USE OF THESE FACILITIES, PAYABLE WITHIN 30 DAYS OF THE MEMORIAL SERVICE DATE.

I, the undersigned, have read and fully understand the above procedures:

Signature _____

Date ____/____/____