

## **Memorial Service or Funeral at Tualatin Presbyterian Church**

Our condolences to you, if you are reading this following the loss of a loved one. The following may help you plan a memorial service or funeral. In a memorial service, the body of the deceased is not present; in a funeral, the body is present.

The Rev. Ken Evers-Hood can lead the service, if available, or you may have another pastor lead the service; however, TPC session approval is required.

The church sanctuary can seat a maximum of 300 guests. Chairs can be rearranged or removed to accommodate a smaller group.

The sanctuary has a grand piano. One of our pianists can play at the service, if available. You may provide your own musician of choice, or use music on CD's. Use of the piano in the sanctuary requires the approval of our music director.

To reserve a date on the church calendar, availability of the church, the pastor and the support personnel must be confirmed.

Fees associated with a memorial service or funeral include:

- Pastor Ken Evers-Hood, or another pastor

- Building Use (4 hours) and Custodial Fee (for 3 hours)

- Pianist – If Pastor Ken leads the service, music is required.

- Sound System Operator

- Building host or hostess (required for non-members)

- TPC Bereavement Committee – (available to members) Fee applies only if a reception is held after the service

Note: Fees for non-members are higher than for members.

To check on church availability and to learn more about having a memorial service or funeral at Tualatin Presbyterian Church, call the church office at 503-692-4160 and speak to one of the administrative assistants.