

**ST. EDWARD'S EPISCOPAL CHURCH  
LANCASTER, PENNSYLVANIA**



**The Reverend David Bateman, Interim Rector**



*Funeral & Memorial Service Information*

*2019*

## **FEES**

The suggested **clergy honorarium** is \$150-250. This includes the 15-20 hours involved in the counseling and planning the service.

If inclusion of the choir is requested, the **Choir Director's** fee is \$150, payable to the Choir Director. This includes the rehearsals with the choir, an organ prelude, entrance and exit music, as well as accompanying hymns or a soloist.

The **Organist's** fee is \$150, payable to the Organist. If a soloist is desired, the organist can recommend such a person. The soloist's fees should be negotiated directly to that individual.

The **Altar Guild** flower fee depends on the options selected and is payable to St. Edward's Altar Guild. In any event, the flower arrangements should be discussed with the rector and with a representative from the Altar Guild.

**All** fees are due by the day of the service.

Priest	\$150-250
Choir Director <i>(if required)</i>	\$150.00
Organist	\$150.00
Parish Hall Sexton <i>(if required)</i>	\$50.00
Parish Office <i>(prep. of Bulletins)</i>	\$50.00

## **BULLETINS**

Service bulletins are subject to approval by the clergy in advance. The office has sample formats that may be viewed and adapted to your service with approval from the Rector. A separate fee of \$50 is payable to St. Edward's for the preparation of the bulletins.

## **RECEPTIONS**

Use of the Parish Hall for receptions is possible by special arrangement. No smoking is permitted in the facility. St. Edward's has a ministry of volunteers that work with the family to arrange a reception. We ask that the family make the arrangements to purchase and have delivered their own food, paper goods, decorations, etc. and our volunteer ministry will set up, host, and clean up the reception. In the event this is not possible for the family to do, please consult the parish office and we will be happy to work with the family to accommodate other arrangements.

We have had great success in utilizing the catering departments of local food stores such as Wegman's, Stauffer Kissel Hill, and Giant to create wonderful food selections for receptions. We also utilize Party City and BJ's for all paper goods. The cost of a reception for 100 typically runs about \$800. Alcoholic beverages will not be permitted, unless approved by the rector.

## **MEMORIAL GARDEN**

There is a separate form and fee for inurnment in the St. Edward's memorial Garden, detailing family information and fees.

## **WORKING WITH A FUNERAL HOME**

The parish family at St. Edward's feels it is important to be involved in a service of one of our parishioners. From serving the altar, to reading, to serving as ushers and greeters, as well as opening the church for the family to make any pre-service preparations with photos and memories displays in our narthex and/or parish hall, as well as delivery of flowers. We always have fellow parish family members ready to serve.

However, sometimes the family works directly with the funeral home to have them organize and administer these services. We ask that the family consult with the rector and the parish office in the service planning and building availability so that we can best serve the family in whatever needs they require. Any requests that pertain to the service, music, items in the sanctuary are at the discretion of the rector.

## **PRIVATE SPACE FOR FAMILY**

We offer a private and comforting "lounge" area for the family to gather, should they desire a private space.

## **SERVING THE LITURGY**

The Rev. David Bateman, Interim Rector  
Mrs. Karen E. Wadill, Organist  
Mr. Patrick Ishler, Choir Director  
Mrs. Julie Hoff and Mrs. Beverly Hess, Altar Guild

**WELCOME TO ST. EDWARD'S EPISCOPAL CHURCH**  
*"Joy in the Lord as Companions in Christ"*

*The Rt. Reverend Audrey Cady Scanlan, DMin  
Bishop of Central Pennsylvania  
The Reverend David Bateman, Interim Rector  
Karen E. Waddill, Organist  
Carol Cotnoir, Organ Associate  
Patrick Ishler, Choir Director  
Elaine K. Radcliffe, Choir Director Emeritus  
Randy Westgate and Amy Swiernik, Praise Band*

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**Michelle Bentley, Parish Administrative Assistant**

**Diocese of Central Pennsylvania**  
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**Parish website: [sainteds.org](http://sainteds.org)**  
**Episcopal Church web site: [www.episcopalchurch.org](http://www.episcopalchurch.org)**