



## FUNERAL PLANNING

This document has been designed to serve as a guide. Persons desiring to hold a Memorial Service or Funeral at The Urban Refuge (5501 Chicago Ave.) should schedule a meeting with an Urban Refuge pastor of their choice and go through this document (if no preference, contact Randy Schmidt, Ministry Director).

|                     |              |  |
|---------------------|--------------|--|
| Andy Gray, pastor   | 612-338-7226 | <a href="mailto:andy@theurbanrefuge.com">andy@theurbanrefuge.com</a>   |
| Chad Oltman, pastor | 612-978-2570 | <a href="mailto:chad@theurbanrefuge.com">chad@theurbanrefuge.com</a>   |
| Randy Schmidt       | 952-895-0134 | <a href="mailto:randy@theurbanrefuge.com">randy@theurbanrefuge.com</a> |

Name of Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Deceased's Relationship with The Urban Refuge: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Relationship to the Deceased: \_\_\_\_\_

Contact: (Work): \_\_\_\_\_ (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

### FUNERAL INFORMATION

Funeral     Memorial Service

Funeral Home & Address: \_\_\_\_\_

Cremation     Closed Casket     Open Casket

**Visitation at The Urban Refuge?**     Yes     No

\_\_ Evening before funeral

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated number in attendance: \_\_\_\_\_

Reserve Facility:  Sanctuary     Other: \_\_\_\_\_

\_\_ Day of funeral

**Version #1 3-2-09**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated number in attendance: \_\_\_\_\_

Reserve Facility:  Sanctuary  Other: \_\_\_\_\_

**Funeral/Memorial Service at The Urban Refuge**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Number in Attendance: \_\_\_\_\_

Reserve Facility:  Sanctuary  Fireside Room

Officiating Pastor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Live Music?  Yes  No

Music Provided by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Schedule Auditorium Technicians:

Sound technician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Projector technician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Any special decorations for the sanctuary?  Yes  No

If yes, what? \_\_\_\_\_

Who will provide: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Service Content**

Prayers: \_\_\_\_\_

Music: \_\_\_\_\_

Scripture: \_\_\_\_\_

Message: \_\_\_\_\_

Eulogies: \_\_\_\_\_

Other: \_\_\_\_\_

**Version #1 3-2-09**

Church to provide funeral/memorial service program?  Yes  No

If yes, who will provide content: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_ # of copies needed

**After Service Reception at The Urban Refuge?**  Yes  No

**Note: reception in the Fellowship Hall is limited to seating for 250 people; luncheon provider will need to provide paper plates, cups, utensils, paper napkins, table cloths, serving utensils, serving plates, coffee makers, coffee and all condiments.**

- Catered luncheon (*provided by family*)
- HEART Ministry volunteers provide luncheon (*subject to volunteer availability*)\*
- Catered reception (limited to beverages, bars, cake, cookies, etc.) (*provided by family*)
- HEART Ministry volunteers provide reception (limited to beverages, bars, cake, cookies, etc.) (*subject to volunteer availability*)\*

***(\*contact Randy Schmidt regarding volunteer availability)***

Reception Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Estimated Number in Attendance: \_\_\_\_\_

Reserve Facility:  Fellowship Hall  Kitchen

**Flowers**

- Members of the deceased's family will remove all flowers from the church after the service
- Family will leave flowers for The Urban Refuge's use and disposal
- Other: \_\_\_\_\_

**Interment**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Fees**

|   | <b>Urban<br/>Refuge<br/>Members</b> | <b>Urban<br/>Refuge<br/>Attendees</b> | <b>Non-<br/>Attendees</b> |
|---|-------------------------------------|---------------------------------------|---------------------------|
| Visitation-Sanctuary <i>(if night before service)</i> | No charge                           | No charge                             | \$40                      |
| Service – Sanctuary                                   | No charge                           | No charge                             | \$150                     |
| Reception – Fellowship Hall                           | No charge                           | No charge                             | \$40                      |
| Reception – Kitchen                                   | No charge                           | No charge                             | Included                  |
| Funeral Facility Coordinator                          | \$100                               | \$100                                 | \$100                     |
| Urban Refuge Projector Technician                     | \$75                                | \$75                                  | \$75                      |
| Urban Refuge Sound Technician                         | \$100                               | \$100                                 | \$100                     |
| Custodian – Sanctuary                                 | \$100                               | \$100                                 | \$100                     |
| Custodian – Reception                                 | \$100                               | \$100                                 | \$100                     |

Total Fees Due: \$\_\_\_\_\_

Checks should be made out to: The Urban Refuge

**PASTOR – CHECKLIST**

- \_\_\_ Contact Randy Schmidt to assign a Funeral Facility Coordinator
- \_\_\_ Make facility reservations for visitation/funeral/reception
- \_\_\_ Contact sound/projection technicians
- \_\_\_ Notify church office of funeral date/time so office can handle inquiries
- \_\_\_ Notify church office if church is to provide funeral/memorial service programs
- \_\_\_ Contact Randy Schmidt regarding custodial needs
- \_\_\_ Turn in check for fees to Jim Bird, Finance Director