



# Memorial Services

*All Saints Presbyterian Church | Austin, TX*



All Saints hosts Christian funerals and memorial services. In addition to services led by an All Saints pastor, we also welcome services officiated by ministers who adhere to the central Christian beliefs outlined by the historic creeds - the Apostles Creed and the Nicene Creed - and who are ordained within a denomination that shares the PCA's convictions concerning ordination.

For funerals and memorial services for All Saints' own members, we host such services free of charge.

Except in the case of extenuating circumstances, facilities are not available on the following dates: Easter, Holy Week, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

**To inquire about All Saints hosting a Funeral or Memorial Service, please contact the All Saints Funeral Coordinator at [funerals@allsaintsaustin.org](mailto:funerals@allsaintsaustin.org).**

### **ALL SAINTS FUNERAL COORDINATOR**

1. The All Saints Funeral Coordinator is available to assist the family and friends of the deceased throughout the entire process with those things related to the service or facility use. The coordinator will communicate primarily with the family. If a funeral director from the funeral home is involved in the service, he or she may also serve as a point of contact.
2. Responsibilities of and services provided by the coordinator include: pre-service meetings, assistance related to All Saints communication and logistics, running the service along with the pastor, day-of logistics, collection of any fees and honoraria.
3. If needed, the All Saints coordinator's contact information may be given to the funeral home or florists as a day-of contact.

### **CEREMONY**

- Suggested order of worship is as follows. Variations to this suggestion will be discussed between the officiating pastor and the family.
  1. Prelude
  2. Family Processional
  3. Welcome and Preparation
  4. Call to Worship
  5. Hymn
  6. Psalm Reading and Personal Reflections
  7. Hymn
  8. Scripture Readings
  9. Homily
  10. Hymn
  11. Prayers
  12. Hymn
  13. Benediction
  14. Family Exit

- The altar table and pulpit at the front of the sanctuary will be draped with All Saints' white linens due to the nature of the service as a worship service and a reminder of resurrection life.
- If you would like the Eucharist to be served during your service, all guests must be invited to participate. All Saints' supplies must be used, and the coordinator will set up the table for you. An additional fee applies.
- We invite the family and friends to provide ushers for the service. All Saints can also supply ushers as needed.
- In an effort to maintain a worshipful atmosphere during the service, you must communicate the following to guests: no flash photography or video recording allowed during the service. Please silence all electronic devices.
- Ushers should remind guests whom they observe with cameras that flash photography or video recording are not allowed during the service.
- Guest Book: It is customary for the family of the deceased to provide a guest book as a record of who attended and as a place for those who wish to do so to leave notes. All Saints will provide a table in the Narthex for the guest book. The guest book itself should be provided by the family or the funeral home.

## **CEREMONY MUSIC**

- As soon as the Memorial Service is approved by the All Saints Coordinator and a date is set, you will need to begin the process of securing musicians. All Saints is happy to help connect you with those we know, though we cannot guarantee their availability. The Coordinator can provide the family with a selection of contacts for music.
- Music selections must be approved by an All Saints minister prior to the service.
- An All Saints sound engineer must be used when any vocalists or musicians are used. The fee for the sound engineer is included in the service fees.

## **LIVESTREAMING SERVICE**

- The All Saints Sanctuary is equipped to livestream worship services for guests and family who may not be able to attend the ceremony.
- If you wish to livestream the ceremony, please inform the All Saints Coordinator.
- All Saints will schedule a camera operator and provide a link for you to distribute prior to the service.

## **FLORAL/DÉCOR POLICIES**

1. We do not allow the use of any nails, pins, tape, tacks, tape, or any other foreign substance to be added to our premises. If you are not sure whether or not something will be able to be removed cleanly without leaving any damage, please ask the coordinator.
2. With the exception of All Saints' large white Christ candle which is typically placed at the front of the sanctuary during the service, no candles are allowed.
3. Nothing may be placed on the altar table. All Saints can provide two white pillar stands if floral arrangements are desired in the front of the sanctuary in lieu of placing arrangements on the altar table.
4. It is understood that any florists and their employees are prohibited from the use of alcohol or discourteous language or actions while on the premises of All Saints Presbyterian Church.
5. The coordinator reserves the right to ask for changes to the floral and décor plan if anything falls outside of these policies.
6. If applicable, the funeral home should arrange with the All Saints coordinator for the drop-off of flowers from the visitation.
7. The family and friends are responsible for the removal of all florals, photographs, and other decorative elements following the service.

## **BUILDING USAGE**

1. Florists, the funeral home, and family of the deceased are allowed access to the building up to 3 hours prior to the time of the service. A separate room is provided for the family to gather prior to the service.
2. If childcare is being provided, one children's room will be made available in the children's wing. The room must be left in the condition in which it was found.
3. No alcohol is allowed to be consumed on the All Saints property at any time prior to the service.
4. No tobacco may be consumed indoors. Smoking is only permitted outside in the designated area.
5. Animals are not permitted indoors with the exception of certified service animals.
6. For security and safety reasons, please do not leave purses, cameras, or any valuable personal property unattended at any time. All Saints is not responsible for lost, stolen, or damaged property.
7. For security and safety reasons, do not allow children to wander around the property unaccompanied by an adult.
8. Occupancy capacities are as follows:
  - Seating in the sanctuary: 400
  - Seating in the chapel: 70

## **RECEPTIONS**

Often the family wishes to host a casual reception following the ceremony in order to celebrate the life of the deceased. For these receptions, All Saints will provide water, iced tea, lemonade, and coffee. The All Saints coordinator will assist the family and friends in making arrangements for food prior to the day of the service.

**FEES\***

1. The All Saints Coordinator will communicate the fees below to the family of the deceased in advance of the ceremony. Payment may be made in advance at [allsaintsaustin.org/fees](http://allsaintsaustin.org/fees) or by check made payable to All Saints Presbyterian Church.
2. Musicians should be paid separately on the day of the service. The Music Director will communicate fees per musician in advance of the service. The coordinator can assist with distributing checks.

<b>FEES FOR NON-MEMBERS</b>	
Sanctuary Ceremony	\$950
Chapel Ceremony	\$750
Reception	\$200
Communion during ceremony	\$100
Design and Printing Programs (restrictions apply)	\$1.50/program
Live Streaming Ceremony	\$100
Photo Slideshow	\$50

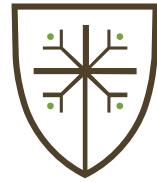
*\*Additional fees may apply for special requests. These will be discussed between the family and the coordinator. The fees in the chart above apply only to those who are not members or former members of All Saints.*

Total amount: \$ \_\_\_\_\_

**PASTOR HONORARIUM**

Below are customary honorarium amounts to be considered for any pastor officiating the service. The honorarium should be paid directly to the pastor:

- Officiating and planning: \$300-\$700
- Compensation for mileage or airfare if appropriate.
- Compensation for childcare during rehearsal dinner and/or ceremony if appropriate.



# ALL SAINTS

P R E S B Y T E R I A N

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allsaintsaustin.org • 512-732-8383 • office@allsaintsaustin.org  
7808 Rialto Blvd., Austin, TX 78735