

POLICY ON MEMORIAL SERVICES

Purpose

Borderland Unitarian Universalist (BUU) offers the support and guidance of religious professionals to all families who seek to remember and honor the lives of their departed loved one.

This policy pertains to BUU Members and Friends, as defined by our bylaws.

A. Officiant

All memorial services must be scheduled in consultation with the Minister. If the Minister is unable to serve as Officiant, he/she will select a qualified alternate.

B. Music

The Music Coordinator will work with the Officiant to coordinate music for memorial services.

If a pianist, additional musicians or a soloist is requested, all arrangements will be made through the Coordinator. If the family requests a musical piece be offered by a friend or family member, the Music Coordinator will accommodate this request when possible. These arrangements are not customary, and any additional costs will be born by the family.

C. Alcohol

The Building Use Policy must be followed with regards to serving alcoholic beverages.

D. Flowers and Memorabilia

- * Florist's deliveries must be made during office hours unless other arrangements have been made.
- * Sanctuary flowers and centerpieces for the reception are the responsibility of the family.
- * Personal pictures and mementos may be displayed in the Sanctuary and in the Gallery.
- * The guest book is the responsibility of the family.

- * Cleanup & removal is the responsibility of the family, to be done no later than the following Saturday afternoon for Sunday Services. Use of the BUU Custodian incurs an extra fee.
- * BUU will provide a simple order of service to be handed out at the service.

E. Facility Use

Facility use shall be in accordance with the Building Use Policy.

F. Member and Friends in good standing

For memorials of Members and Friends, BUU shall provide at no cost:

- * Services of the Officiant and the Music Coordinator
- * Three hours of facility rental
- * Setup of Sanctuary

If refreshments are desired, the family or other responsible party shall make the arrangements and pay costs, as well as be responsible for cleanup of kitchen and any area used other than the Sanctuary.

G. Other Memorials

For all other memorial services BUU shall provide the facility at the standard rental rate for facility usage. The family shall pay the Officiant an honorarium at the established rate and pay the costs of the Music Coordinator, pianist and any other persons desired by the family.

If refreshments are desired, the family and other responsible party shall make the arrangements and pay the cost of any refreshments, as well as be responsible for setup and cleanup.

H. Minister's Discretion

BUU's minister has the authority to change/waive details of this policy on a case-by-case basis.

Adopted by the Board of Directors, June 18, 2019