

# First Congregational United Church of Christ

## Funeral/Memorial Service Policy

We at First Congregational United Church of Christ hold you and your loved ones in our thoughts and prayers as you grieve.

### Members

First Congregational UCC provides space for the funerals or memorial services of members at no charge. This use normally includes the use of the sanctuary or chapel for the service, the narthex or the Community Hall for a reception following the service, and the living room for the use of the family. It is assumed that three hours is sufficient for setup and gathering, the service, and leave taking and cleanup. A reception following the service usually adds an hour or more to the total time depending on the number of people attending the service. Opening the parking garage is included.

### Nonmembers

The fee for a funeral or memorial service at First Congregational United Church of Christ for nonmembers is \$650 and includes:

- Use of the Sanctuary for up to three hours for the funeral or memorial service including setup, service, and cleanup.
- Use of the Living Room for up to three hours as a private place for family to gather.
- Use of the Narthex for up to three hours during setup and gathering, the service, and leave taking and cleanup following the service. Please note that the church frequently uses the Narthex to hang exhibits of religious art or exhibits of art which speak to a specific social justice issue or peace initiative that aligns with the church's mission. If such an exhibit is currently installed, it will remain on the walls during your service and reception.
- Use of the Sanctuary piano subject to the approval of the Music Director.
- Use of the Sanctuary's 47-rank, 2,590 pipe Casavant pipe organ subject to the approval of the Music Director.
- A member of the church staff or the congregation to be present while you are in the building and to provide basic sound services which include one lectern microphone, one lapel microphone, and one wireless handheld microphone.
- Use of the *New Century Hymnals* which are stored on the hymnal rack in the sanctuary.

The following is **not** included in the fee:

- An AV technician to run the sound board and record the service (the sanctuary is equipped with a [Yamaha LS9-32 Digital Mixing Board](#)). You may hire one directly from our list of preferred AV technicians if available, or provide one of your acquaintance subject to the approval of the church's Building Manager. If you need more than the three microphones listed above, wish to have the service recorded, or intend to project video images on the Sanctuary screen during your time in the building, you are required to hire/provide an AV technician.
- The officiant. Our clergy staff generally only officiate at the services of church members and their immediate family.
- The musician. Our Music Director may be available to provide the music for your service. The fee for the musician is negotiable and generally includes one consultation and the service. This fee is to be paid directly to the musician at the consultation. It is the family's responsibility to make contact with the Music Director as early as possible to assure availability.

- If you choose to bring in someone else to play the piano or organ, we require that our Music Director approve that person.
- Bulletins for your service. A printed order of worship is not necessary, although it can be helpful to your family and friends as well as a keepsake. It is your responsibility to have the bulletin printed. You will need to make arrangements with a graphic designer and a printer.
- Parament cloths.
- Candles. The church only allows dripless candles to be used and their number and positioning must be approved by the Building Manager.

### **Reception**

Use of the Narthex for a light reception following the service is included in the fee. If you expect more than 100 attendees or a lengthy service, your use will likely go past the standard three hours and the additional use of the Narthex will be charged at \$75 per half-hour (or fraction thereof). Use of the kitchenette on the first floor next to the elevator is included in the fee.

If you wish to hold the reception in the Community Hall on the second floor, it rents for \$150 per hour and the adjoining Catering Kitchen rents for a use fee of \$200 to support a standup reception or \$500 to support a sit-down meal.

Food and beverages are **not** allowed in the sanctuary other than for sacramental purposes. Red wine is **not** allowed for receptions. The serving of alcohol must be done in compliance with the church's alcohol policy which may require that you use a caterer with an alcohol license or obtain a temporary permit from the ABRA. *Please reference [FCUCC Alcohol Policy](#) for additional information.*

### **Parking**

Parking in the building garage is not included. Please see the [FCUCC Event Parking Policy](#) for details about arranging for parking. On-street parking and a number of public parking garages are within easy walking distance of the church.

### **Additional Fees and Guidelines**

A refundable security deposit of \$500.00 (not applied to the above fees) is required. The security deposit will be returned within thirty days (30) after the funeral or memorial service date, minus any charges for possible damages or extended use of the building, i.e., for each half hour (or fraction thereof) past the allotted time of use of the Sanctuary or Narthex, there is an additional \$75 charge.

All fees (usage, parking, and security) are due immediately in order to hold the date and schedule resources. The usage and parking fees are not refundable.

### **Available Dates and Times**

Please note that no funeral or memorial services will be scheduled on Sundays before 4:00 pm, Thanksgiving Day, Christmas Eve day, Christmas Day, New Year's Day, Inauguration Day or the day preceding Inauguration Day. Funeral or memorial services scheduled within seven calendar days of Christmas, during Holy Week, on federal holidays or holiday weekends may be subject to an additional charge.

Funeral or memorial services shall begin no earlier than 10:00 a.m., and no later than 5:00 p.m.

### **Building**

Our building was constructed in 2011 and is of a striking, modern design by [Todd Williams and Billie Tsien](#). It is fully accessible, has state-of-the-art audio-visual and lighting capabilities and HVAC control

systems. See our [website](#) for photographs of the building. We encourage you to visit us to be certain our modern design is appropriate for your vision of the service. The church office is normally open 9:00 a.m. to 4:30 p.m. Tuesday through Friday.

The walnut chancel furniture was custom designed by Williams and Tsien as a gift to the congregation and hand-crafted by [Stephen Iino](#).

The sanctuary seats up to 325 including the balcony. Sanctuary and balcony seating is a combination of movable chairs and raked bench seating.

The chapel can seat up to 40 on movable chairs.

### **Decoration of the Church**

Floral decorations can enhance the beauty of the building and the funeral or memorial service. Please review and follow these guidelines carefully. If any damage is done to the building or furnishings, the \$500 security deposit will not be returned and additional fees may be assessed.

- Moving or removing the chancel furniture must be approved by church staff.
- Only church staff members are allowed to move church furniture. You should consult with church staff as early as possible prior to your service about how the chancel furniture should be arranged.
- No tape, tacks, nails, pins, screws, or other objects shall be driven into or attached to the walls, floors, furnishings, etc.
- Aisle runners may not be used.
- Only dripless candles may be used during the service.
- Congregational candle lighting ceremonies are not allowed.
- Arrangements for floral decorations should be made through the florist of your choice, who will supply the flowers and the containers. Flowers may be delivered to the church during normal operating hours (9:00 am – 4:30 pm) on the church business day (Tuesday through Friday) preceding the service or beginning one hour before the service. You may arrange to have expanded hours for flower delivery at a cost of \$50 per hour to cover additional staff time. You or your representative is responsible for positioning floral arrangements to your preference.
- Care must be taken at all times to see that the floors, walls and furnishings are not disfigured in the placing of flowers or other decorations. Protection must be placed under all pots, vases or plants so that no dampness seeps through. Your floral arrangements are likely to be stored in a florist's cooler and with the humidity control we maintain for the wellbeing of our pipe organ, flower vases may develop condensation even in the winter. Therefore, a protective saucer must be placed under vases.
- If you would like to leave a flower arrangement for the Sunday worship service, please check with the church office beforehand.
- Please note that decorations may be in place for Advent, Lent, Easter, or other liturgical seasons and may not be removed. Your decorations must be removed immediately after the ceremony.

First Congregational United Church of Christ is **not** responsible for lost or stolen property.

### **Punctuality**

We require that the funeral or memorial service start promptly at the time agreed upon. The church reserves the right to cancel any funeral or memorial service that is more than thirty minutes late. All fees paid prior to the funeral or memorial service will be forfeited.

**No Smoking**

In accordance with D.C. law, smoking is not permitted anywhere within our building or within 25 feet of any entrance.