



OVERVIEW

It is our goal at Zion Lutheran Church to support you during this time of bereavement. This brochure contains important information to assist you as you plan a service for your loved one.

Working with a Funeral Home Service:

If you choose to work with a funeral home service, they will coordinate most of the service details for you. However, you will still meet with the Zion pastor.

If you wish to offer a lunch after the service, contact the Zion office administrator.

Working without a Funeral Home Service:

If you choose not to work with a funeral home service, you will need to manage details directly with Zion staff. You will also want to be familiar with the honorarium checklist and will be required to make lunch arrangements, if desired.

Service Checklist

(Use only if not using funeral home services)

Following are service details you or your chosen representative will be responsible for if you have chosen *not* to work with a funeral home service.

Prior to the service:

- Contact Zion to set the date & time.*
 - Meet with Pastor to discuss service details and provide background information on the deceased.
 - Select pallbearers*
 - Select music, soloist, & musicians
 - Write the obituary and submit where it is to be published.*
 - Order flowers if wanted.*
 - Contact Zion office administrator to confirm logistics, lunch options and support arrangements.
 - Provide a photo of deceased*
 - Provide attendance estimate*
 - Discuss need for display tables, easels for photo collages, or digital photos for a slideshow.*
 - Request recording of service
 - Work with caterer to confirm lunch details; communicate catering plans to office administrator (caterer choice, timing, etc.)
 - Provide a Guest book *
 - Review and all honorariums prior to or on the day of the funeral service.*
- *details a funeral home manages*

Honorarium Checklist:

- The following fees are provided to those individuals that have supported funeral preparations and the funeral service.
(If you use a funeral home, they will manage these details and costs for you.)
- Clergy - \$200 *(If you are not using a funeral home for arrangements, the honorarium for Clergy is \$500)*
 - Organist - \$125
 - Soloist - \$100
 - Church Custodian - \$75
 - Sound/Video Technician - \$75
 - Altar Guild - \$50
- (only if not using a funeral home)*

Lunch Details

Zion does not offer baked goods, food preparation, nor food planning. Our service teams are here to host.

Zion offers the following:
Supplies: coffee, lemonade, water, sugar, salt & pepper, napkins,
Support Services: table setup, making and serving of the beverages, use of coffee mugs, glasses, dishes, and silverware, washing of all dishes, general clean-up

Cost: Zion requests a fee of \$100 for the above supplies and assistance.

Food Options

1. Lunch may be catered by an outside source. The family is responsible for ordering and coordinating the food. You should rely on catering staff to advise about quantity. In the event a caterer does the serving, we still provide a person or two for set-up and clean-up.
See list below of options we suggest.
2. Family and friends are also welcome to provide homemade food. The food would need to be ready to eat. Our volunteers do not bake, heat, nor prepare food.

Families are required to provide their own take-away containers after lunch has been served.

Suggested Catering Options

Below are suggested catering options. Catering businesses can advise you about quantities. We are open to families self-catering and bringing in their own food for teams to serve, but it must be prepared.

1. BRINKS

Contact: shop.brinksmarket.com or
Call 651-257-1700

2. DEUTSCHLAND MEATS

Contact: 651-257-1128
Deutschland offers a variety of options including boxed lunches, plated meals, family style meals, and buffet options. Pricing begins at \$7.99 per lunch.

3. OLD LOG CABIN

Contact: Ashley Hadfield 651-724-7524
General Phone: 651-433-5646
Old Log Cabin Catering offers a hot meal buffet. Pricing begins at \$17.95 per plate.

You are welcome to choose the caterer you would like. The above list is only a recommendation.

Zion Evangelical Lutheran Church
28005 Old Towne Rd
Chisago City, MN 55013

651-257-2713

www.zionlcc.org

Office Administrator:

office@zionlcc.org

Pastor Sarah Kerkes

651.213.3501

pastor@zionlcc.org

Additional Phone Numbers:

Cremation Society: 763-560-3100
Grandstrand Funeral Home: 651-257-4000
Chisago County Press: 651-257-5115
Minneapolis Star Tribune: 612-673-4130



Zion Lutheran Church
Chisago City, Minnesota



**Funeral
and
Memorial
Services
Information**