



cedar park church

Memorial Services at CPC

CPC INVITES YOU

Our condolences to you on the loss of your loved one. We invite you to hold a celebration of life ceremony at Cedar Park Church to commemorate the person's passing. This is one of our ministries for all Delta residents. Whether

your numbers are large or small, whether you wish for a religious ceremony or simply a gathering of family and friends, our doors are always open to you.

RESOURCE LIST

Pastor

• Lee Kosa 604.946.7410

Caterers

Maria Hildebrand 604.940.8463

Bread Garden 604.639.9229

Platters may be obtained at

Save-on 604.946.5251

Safeway 604.940.0051

Thrifty Foods 604.948.9210

Bread Garden 604.639.9229

Other

Linda Saucy 604.356.4911
Counseling

Kim Balke 604.839.2309
Exp. Arts Therapy

Janet Priebe 604.219.0737
Graphic Artist

Braeden Saucy 604.946.4911
Photo Slide Show

INCLUDED STAFFING AND SERVICES

We want to make things as stress free as possible during this difficult time. Our sanctuary can hold about 420 people. We will provide the use of the facility and following supports. Donations to the church help offset the cost of this ministry.

•Audio/visual technicians to run sound and visuals. If you will be creating your own Power Point of pictures, please provide a file on a memory stick.

•A kitchen supervisor or event host who can arrive early to unlock the building, orient helpers, and oversee safety.

•Custodian. Please let us know how you would like the custodian to set up the tables. We provide rectangular buffet tables and round banquet tables with chairs.

•Use of the kitchen, all the equipment, dishes and cutlery. To ensure our walk-in fridge has been turned on, please call the office the day before you plan to drop off food.

•Use of our tablecloths. Leave the dirty linens at the church afterwards. A linen service is included.

RESPONSIBILITY OF FAMILY AND FRIENDS

Celebration of Life Ceremony:

It is the responsibility of your family and friends to arrange the following volunteers and hired professionals:

- A pastor or speaker
- Ushers
- Musicians

You may also want to ask someone to do the following:

- Design a memorial brochure
- Create a picture slideshow
- Decorate
- Record a video of the service

To assist you in assembling these individuals, a resource list is included. We encourage you to acknowledge their services with a formal payment or honorarium.



RESPONSIBILITY OF FAMILY AND FRIENDS



Food Coordinator/Caterer:

You are welcome to serve refreshments after the service. Please hire a caterer or pick someone to be your food coordinator if friends and family will be contributing food. The church cannot make purchases on your behalf nor reimburse people who have purchased supplies. Likewise, the church cannot issue donation receipts for reception expenses. Our kitchen supervisor is not a caterer.

Kitchen Helpers:

You will need four to six kitchen helpers. They should arrive two hours early and expect to stay late. If you prefer, the church office can recruit them and you can cover this expense with an honorarium.

Safety:

Please note that alcoholic beverages are not permitted on the premises. Place a few cans of sand outside for smokers. Please report any breakage or accidents to the church office in writing. Ask your guests to follow the advice of the event host if an emergency arises.

SUGGESTED DONATIONS

Cedar Park Church hosts celebration of life ceremonies as a ministry to the community of Delta. We welcome your support in the form of a free will offering made out to *Cedar Park Church*. The following suggested amounts are merely a guideline. A donation receipt will be issued for any amount you are able to donate. Friends and family will also receive donation receipts.

Less than 100 people	\$500
100 to 250 people	\$750
More than 250 people	\$1,000

SUGGESTED HONORARIUMS

We ask you to provide some form of payment for the professionals and helpers that your family has recruited. If you don't have a formal arrangement with them, consider providing an honorarium. To have the church office distribute your honorariums, please write a second cheque and indicate that it is for honorariums. This cheque should also be payable to *Cedar Park Church*.

Alternatively, you can distribute the honorariums to individuals at your discretion.

Pastor:	\$250
Musician:	\$125
Kitchen Helpers:	\$15/hr

Please contact the church office to enquire about availability and discuss your needs.

See Facility Usage Guidelines for more information.