

Dear friend,

We are honored to serve your family in this time of need. The officiant or staff person will walk you through the process of planning a funeral or a memorial service.

Because the Chesapeake Church building is used daily for ministry, availability for funeral or memorial services is limited. We appreciate your understanding and flexibility.

Whether you choose to hold the service at Chesapeake Church or another location, our team will be with you and your family every step of the way.

The fees associated with the use of church resources are approved by the Elders and listed below:

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|-------------------------------|---------------------------|
| • Auditorium/building use | \$250 minimum |
| • Pastor/Elder/Officiant | \$300 |
| • Vocalist (s) – 2 Song limit | \$150 per person* |
| • Accompanist | \$150 per person* |
| • Audio/Visual | \$100 per hr. (2hr min)** |
| • Cleaning | \$75 |

* Number of musicians to be determined by the songs selected and/or availability.

** This includes pre-service preparation and post-service shutdown.

Please note: We do not have the resources to create bulletins or slide presentations for funeral or memorial services. If you desire to have pre-recorded music, a slide show and/or a video played during any part of the service, we ask that you have it prepared off site.

Some websites or programs that we can recommend for creating a presentation are:

- Animoto (animoto.com)
- Filmora by Wondershare (filmora.wondershare.com)
- iPhoto/iMovie - Free and already installed on any Mac

Our Congregational Care Team knows that this can be a difficult and confusing time for families and loved ones. We thank you for the opportunity to care for you and your family.

Again, it is our honor to serve you,

Dr. Michael K. Lea

Congregational Care Pastor