

Memorial Service Information

Fourth Presbyterian Church

*We extend our heartfelt sympathy and prayers as you grieve the loss of your loved one.
May God grant you his comfort and peace which surpasses all understanding.
Please know we are here to walk with you during the planning of the memorial service.
If you have any questions or we can be of service to you and your family,
contact one of our pastors, or Sallie Holdrich, sholdrich@4thpres.org, 301-320-1329.*

Bulletins

- Fourth will provide, at no cost, a simple black and white bulletin.
- If desired, families may provide a jpeg file of a photo for the bulletin cover.
- You may also choose to have a bulletin designed and printed elsewhere.

Flowers

- For flower deliveries, if possible, we ask either the family or the florist to communicate directly with the church, so we are prepared to receive the flowers.
- Flowers should be delivered to the Main Church Office door which faces River Road.
- For weekday delivery, flowers should be delivered 9:00 a.m. to 4:00 p.m.
- The florist will need to confer with the Church regarding weekend deliveries.
- Recommendations of local florists are available upon request

Flag

- If you want an American flag present at the service. you may bring one to drape on the casket (for a funeral) or one that is folded and displayed in a case. Upon request, the church can provide a standing flag for the service.

Memorabilia

- You may request a six-foot table, with a white tablecloth, for display of memorabilia.
- If a memorabilia table is desired, please coordinate the set-up time with the church.
- Please arrive -60 minutes prior to the service to set-up the table before guests arrive.
- An easel is also available upon request.

Guestbook

- If a guestbook is desired, the family may bring their own or use one provided by the church.

Reception

- Depending on the availability of volunteers, a reception may be held at Fourth following the service. Please contact Sallie Holdrich, sholdrich@4thpres.org, for more information about a reception, including reception costs.

Costs

Members of Fourth: When the deceased is a member of Fourth Church, there is *no cost* for the following: Simple Reception, Sound Technician, Custodial Services, and Organist. The family is responsible for paying any soloist and for additional outside food brought in for the (optional) reception.

Pastor Officiating:	No fee is expected or required.
Building Use:	No fee.
Sound Technician:	\$350 for service; \$450 when AV coverage is also needed for the reception. A few days after the service you will be emailed a link for downloading an audio recording of the service.
Custodial Services:	\$200; additional custodial costs may apply for a larger reception.
Organist:	\$225.
Soloist:	Securing of and payment for soloists are the responsibility of the family.
Simple Reception:	\$150, only if a reception is held at Fourth Church. Menu: coffee, punch, cheese & crackers, cookies, cut-up fruit and veges The costs for additional finger sandwiches or an outside caterer are the responsibility of the family.

Reception, sound, custodial, and organist fees can be combined into a single check, payable to Fourth Presbyterian Church. Additional custodial costs for a reception may be billed separately.

The check can be given to the pastor the day of the service or mailed ahead of time to:

Fourth Presbyterian Church
Attention: Memorial Service
5500 River Road
Bethesda, MD 20816

Financial assistance is available upon request.

If you have any questions, you can also call our Church Office at 301-320-3600.

*Even though I walk through the valley of the shadow of death, I will fear no evil,
for you are with me; your rod and your staff, they comfort me.*

Psalm 23:4