



Memorial Service coordinated with Fir-Conway Lutheran  
18101 Fir Island Road  
Mount Vernon, WA 98273  
(360) 445-5396

\*Please consult the provided FCLC Fee Sheet for cost of a Funeral

Contact person for planning purposes: \_\_\_\_\_

Phone # \_\_\_\_\_

Relationship to the deceased: \_\_\_\_\_

Other family/friends helping with arrangements: \_\_\_\_\_

Funeral Home you are working with: \_\_\_\_\_

Will this be a Memorial Service? \_\_\_\_\_ Or Funeral Service? \_\_\_\_\_

Will this be held at the Church? \_\_\_\_\_ Or Cemetery, which cemetery? \_\_\_\_\_

Would you like a musician to play at the service? \_\_\_\_\_

Would you like a reception to follow? \_\_\_\_\_ Church provided \_\_\_\_\_

\_\_\_\_\_ You provide \_\_\_\_\_

Would you like the church to provide a bulletin? \_\_\_\_\_

Will you be using the churches Pastor or Funeral home provide officiant? \_\_\_\_\_

Once questions are decided, please return form to Church Office, either by email at [secretery@firconwaylutheran.org](mailto:secretery@firconwaylutheran.org), drop off, or mailing.

Edited 7/11/23

## Scheduling a Memorial/Funeral Service

We express our deepest sympathy for the loss of your loved one, rather related to you or a close friend. Feel free to call and arrange a visit with the Pastor if you have further questions.

### **Step 1. Select possible dates, time, and location.**

- Call the Front Office at 360-445-5396 to check the Churches availability for date and desired time. Please let us know if you would like the service at the church or cemetery.
- If you would like the Pastor to take part of the service, inquire of her availability.
- Download and complete the Memorial Service paperwork, Facilities Use, and Fee Schedule from [www.firconwaylutheran.org/facilities](http://www.firconwaylutheran.org/facilities) or ask the Front Office for packet.
- Would you like the event recorded or livestreamed?

### **Step 2. Make payment and confirm date.**

- Note on the Fee Schedule that there is a difference in cost for members and non-members.
- Use the Fee Schedule focusing on the section for Funeral while determining expenses.
- Once paperwork is complete, payment(s) will be needed, at least a week before the service.
- Please let us know if the deceased had an Estate that we will need to consult.

### **Step 3. Other considerations.**

- If the memorial service is to be held at the church, the pastor and the funeral director will work together.
- Please let us know if the deceased was a member of the Elks, Veteran, Local Tribe, Sons of Norway, etc., and who we should be in contact with.
- The church may be able to provide a reception (see fee schedule). Or you can arrange outside catering. (see fee schedule)