

**CHURCH IN THE HILLS**  
P.O. Box 319  
Bellaire, MI 49615  
Phone: 231-533-6001  
**Funeral or Memorial Service Form**

Name of Deceased \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Memorial Service \_\_\_\_\_ Time \_\_\_\_\_

Estimated number of attendees \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ The deceased will be cremated.

\_\_\_\_\_ You will provide an urn with the remains.

\_\_\_\_\_ You will use our urn for the service only.

\_\_\_\_\_ You want a committal service. Date \_\_\_\_\_ Location \_\_\_\_\_  
(committals in our Memorial Garden must be prearranged with our office)

\_\_\_\_\_ You would like a reception following the service.  
Our Deacons provide a variety of reception possibilities from a simple cookie and coffee gathering in the Narthex (back of the sanctuary) to a full sit-down meal in the Undercroft. (See costs associated with receptions below)

\_\_\_\_\_ You will provide a guest book for the service.

\_\_\_\_\_ You want a friend or family member to give a eulogy (reflection on the life of the deceased).

\_\_\_\_\_ You want an opportunity for guests to offer reflections during the service.

\_\_\_\_\_ You have hymn suggestions or music suggestions.

Hymn requests: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_\_ You have scripture suggestions.

Scripture requests: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## **COSTS AND HONORARIUMS**

- Sanctuary Fee - \$300  
(*Due at time of service*)
- Pastor suggested honorarium \$250 (check or cash to: Rev. David Ramage or \*Alternate)  
(*Due at time of service*)
- Pianist/Organist Service fee: \$150 (check to: John Dickinson or \*Alternate)  
(*Due at time of service*)
- Reception options.

The Deacons provide beverages in the Narthex free of charge.

The Deacons can provide a range of receptions in the Under-croft such as hors d'oeuvres, cold-cut sandwiches or hardier meals. The costs associated with these receptions are dependent on what is selected. The fee is calculated to cover costs and the bill will be mailed after the service. Since calculating participation can be difficult, financial concerns should be discussed with the pastor and Deacons before plans are finalized.

- Interment of ashes in CITH memorial garden
  - o \$400 per plot paid directly to Church in the Hills.
  - o Stone cost \$25 plus engraving paid directly to Northern Monument.
  - o Additional engraving on a stone (addition of spouse) paid to Northern Monument.

### **Contacts**

Rev. David Ramage – Pastor  
mobile - 231-392-3725  
[pastor@churchinthehills.org](mailto:pastor@churchinthehills.org)

Lisa Luxton – Office Manager  
231-533-6001  
[office@churchinthehills.org](mailto:office@churchinthehills.org)

Jean Rowe – Deacon Funeral Coordinator  
231-676-0700  
[Jeanrowe08@charter.net](mailto:Jeanrowe08@charter.net)

\*Use alternate name as determined if David and/or John are not available.