

Bethesda Lutheran Church of Malmo
21590 State Highway 47
Isle MN 56342
Phone: 320-684-2123 (1-877-684-2123) E-Mail: blcmalmo@frontiernet.net
Pastor: James Muske
Church Secretary: Mary Braun (218 678-9056) & Jenny Schuett (651-245-8532)
Parish Nurses: Darlene Christensen Phone: 320-684-2846, Kathy Berland Phone: 320-291-6165
Funeral Coordinator: Marilyn Andrews Phone: 320 684-2308

BUILDING USE POLICY FOR FUNERALS

Only Christian funeral ceremonies will be held at Bethesda. All church related functions will have priority. A coordinator will be provided for all events.

Family/friends of the deceased will notify the church office as soon as possible and give approximate number of attendees. They let the church office know if another pastor is to participate in the service. The pastor normally will meet with the family prior to the service, preferable the day before the funeral. If the family wishes the services of an organist or a soloist from the church, the pastor/coordinator/church office can provide the family with phone numbers and fees, if applicable.

Pastor will notify the Funeral Coordinator who will contact the family and make arrangements for a funeral luncheon if desired. Family will also need to contact the Church Secretary to make arrangements for a bulletin for the service. This needs to be done as soon as possible.

<u>Cost:</u>	<u>Non-members</u>	<u>Members</u>
Use of Sanctuary	\$ 50	\$ 0
Use of Fellowship Hall and Kitchen	\$ 50	\$ 0
<u>Funerals:</u>		
Church Digital Organist	\$75	\$75
Pastor or Officiant	\$100-200	\$100-200
Light Lunch	(Actual cost of the food with an additional donation to Bethesda WELCA at the discretion of the family)	

General Building Use Policies:

- Bethesda is, by law, a smoke free facility.
- Alcoholic beverages within the church buildings or on the church grounds are not allowed.
- Please, no food and beverages in sanctuary.
- Moving of piano or organ or other items within the sanctuary is not permitted.
- Please respect church/sanctuary fixtures and furnishings. Refrain from using tape, tacks or nails on walls or pews. Tie decorations instead.
- Broken kitchen items shall be paid for or replaced by party renting the facility.
- Renting parties are expected to exercise responsible conduct and reasonable care of the church property and furnishings.
- The renter must provide a supervising adult to be in charge and present whenever young people, high school age and younger, are present.
- The offices (pastor, secretary, nurse, youth, etc.) are private properties of church staff and are not available to groups.
- Sunday school rooms are not to be used unless arrangements are made in advance with the funeral coordinator.
- Reservation dates are not confirmed until the church receives both rental form and rental fee.
- Bethesda reserves the right to refuse rental to any person or group.