
FUNERAL & MEMORIAL SERVICE INFORMATION PACKAGE

Losing a loved one is never easy, and we at Tenth Church want to extend our deepest condolences to you and your family during this difficult time. We are here to offer support, guidance, and a sacred space to honour and celebrate the life of your loved one. This document provides details on planning a funeral or memorial service at Tenth Church, including available facilities, scheduling, and logistical considerations.

Initial Arrangements

By this time, you will be working with a pastor at Tenth Church. Please connect with them to check availability for your preferred date and time for the service. Once a date is confirmed, a signed rental agreement and a 50% deposit of the rental fee is required to secure your booking.

Service Planning

Ceremony Structure

Families are encouraged to personalize the service. A typical order of service may include:

- Welcome & Opening Prayer
- Scripture Readings
- Eulogy & Tributes
- Worship Music or Special Songs
- Message of Hope (a short sermon)
- Closing Prayer & Benediction

Music & Audio-Visual Support

- While we do not provide ushers, musicians, or singers, we encourage families to rely on their loved ones for these roles. If additional support is needed, the rental party may also reach out to the church community for potential volunteers.

- Audio-visual needs should be discussed in advance. A sound technician and a media technician are included in the rental fee for the ceremony only. This does not include music or presentations during the time of fellowship before or after the service.

Media & Slideshows

- If you wish to display a video or slideshow, please submit media files no later than 10 days in advance.
- To ensure organization and preparedness, we request that families make no changes to the program, order of service, slideshows, or any media within 7 days prior to the service.
- All communication regarding audio-visual support will be handled through our operations team.

Costs & Fees

Funeral or Memorial Service – \$1,500

- Sanctuary rental for 4 hours on the day of the service
- Sound technician support for the service
- Media technician support for the service
- Design and printing of a program for the service (3 design options will be provided to choose from)
- **Note:** reception time after the service is not included

Service + Reception – \$2,500

- Includes everything from the Funeral/Memorial Service package
- Use of Upper East Hall for additional 2 hours
- Access to the kitchen for preparation of tea, coffee, and light refreshments

Other Considerations

- All casket-related arrangements must be made with the funeral home.

- We do not reserve any parking for rentals; however, the family can use the staff parking on a first-come, first-served basis. Guests are encouraged to use available parking spaces in the area.
- All events on Saturday must end by 4pm.
- We do not offer livestreaming services but can recommend third-party vendors who specialize in this.
- Tables must be requested in advance.
- Any flower deliveries must be made on the day of or a day in advance. We will assist in moving them to the sanctuary.
- During the Christmas and Easter seasons, seasonal decorations in the sanctuary cannot be moved.
- The drum set and grand piano cannot be removed from the stage.
- All decorations, including flower arrangements or wreaths set up by the family, must be removed and taken away at the end of the rental period.
- We do not offer any catering services.
- If additional time is needed in the sanctuary or Upper East Hall, there will be an extra rental charge of \$200 per hour.

If you have any questions or need further assistance, please reach out to our operations team through your pastor or at rentals@tenth.ca. We are here to support you in this journey of remembrance and celebration.