

WORSHIP WITH OPEN HEARTS
NURTURE A LEARNING SPIRIT
SERVE JUSTICE WITH COMPASSION
LOVE WITHOUT JUDGMENT



P.O. Box 10175, Bainbridge Island, WA 98110
Meeting at The Island School, 10 am Sundays
www.cedarsuuchurch.org — 206-780-0373
Revs. Barbara & Jaco ten Hove, co-ministers

Memorial Service Planning Guide

[Please offer corrections or additions to pastoralcare@cedarsuuchurch.org]

For those among us who need to help arrange for a Memorial Service:

Your friends at Cedars Unitarian Universalist Church are here to support you during this challenging time. This packet was designed by the Pastoral Care Team to help you and any others managing the event find the resources you all need. Ideally, a related Cedars Neighborhood Team and affiliated Pastoral Care Team representative will be on board to assist.

Ministerial Services

You will probably wish to speak with our minister(s) about leadership of the Memorial Service, most immediately about setting a date and time. For memorials of Cedars members, there is no charge for ministerial services, although if moved to do so, you may choose to give the minister a freewill offering or make a donation to the Ministers' Discretionary Fund.

For non-members, the current sliding scale fee is \$200 - \$500, usually depending on family means and how much of the minister's time is required. If desired, families may consult with the Pastoral Care Team representative.

Space for the Memorial Service

If you wish to use Webster Hall at The Island School (our regular Sunday service meeting space), be advised it is only available on weekends (or school vacation periods) and there is a rental fee. Contact our Cedars liaison to the school, who will help arrange space and will advise you of the current fee schedule. (The church office and church website have rental forms and contact info.)

Your rental plan should include one hour prior to, and two hours after, the actual service to allow for set up and clean up.

Directions to The Island School, which you may wish to provide for out-of-town guests, are attached as **Tab 1**.

At Cedars, almost all our households are connected (by geography and relationship) to specific Neighborhood Teams. Any death in our community is likely to ripple first through the Neighborhood Team of that person, and those neighbors may be moved to provide direct support for the arrangements that follow, especially if Cedars is to host a Memorial Service.

Neighborhood Team members can be called on to help with setup for the service, arrangement of food, chairs setup, ushering, etc., as needed. There is a Pastoral Care Team liaison to each Neighborhood Team.

Food can either be arranged for or provided by the family or congregational members can be asked to bring finger food. If the latter, one of the Pastoral Care Team will act as contact person to arrange for such organization.

Specific arrangements for the set-up of Webster Hall or other venues will be made with the help of the related Pastoral Care team representative and/or Neighborhood Team leader, who will have an up-to-date list of the appropriate people to contact for each of the following areas:

1. Chairs can be set up in a variety of ways in accordance with a selected floor plan, examples of which are available at the Cedars office.
2. Parking signs will be placed near the building for the family and any physically limited guests. Others will need to park across the street.
3. A sound system will be set up and supervised.
4. Unless you are arranging your own music, this can be provided and arrangements should be made with our Music Director/Pianist, who will inform you of the current fee schedule. The office, website, or Minister can provide contact info.
5. A table to hold picture displays or photo albums can be made available.
6. Should you wish it to appear, send the obituary to the Editor of our monthly newsletter, *The Beacon* (deadline the 15th of each prior month).
7. Should you decide that you want a notice to go to the Congregation via the Web or by broadcast e-mail, check with the President of the Board or Minister, and respectively for authorization to use this network.

A list of other Space Rental Information is appended (**Tab 2**).

Motels and Other Accommodations for Guests

A list of local motel and hotel accommodations is appended (**Tab 3**). A list of B&BS can be found in the local telephone directory.

Other Possible Needs

A list of several suggested caterers, florists, printers, and rental centers is appended (**Tab 4**). A more complete list can be found in the local telephone directory.

Church Contacts:

Co-ministers: minister@cedarsuuchurch.org

Pastoral Care Team: pastoralcare@cedarsuuchurch.org

Church Office: cuuoffice@cedarsuuchurch.org

Church Website: www.cedarsuuchurch.org

Music Director/Pianist: music@cedarsuuchurch.org

The Beacon: beacon@cedarsuuchurch.org

Board President: president@cedarsuuchurch.org

Additional Resources

Cemetery

A list of local cemeteries is appended (**Tab 5**).

Funeral Homes

If you need help finding a funeral home, here is a list of those located nearby.

- Cook Family Funeral Home (206-842-2642), Wyatt Way, Bainbridge Island: www.cookfamilyfuneralhome.com
- Poulsbo Mortuary Stone Chapel (360-779-4474), 22272 Foss Rd NE, Poulsbo: www.lewischapel.com
- Tuell-McKee Funeral Home (360- 698-0093), 4970 Auto Center Way, Suite 101, Bremerton: www.tuellmckeebremerton.com

While arranging for a funeral or memorial service is never easy, most funeral homes have planning guides and can help you with the legal requirements as well as personal preferences about graveside services and cremation. They can also handle sending an obituary to the local papers.

Summary of Appendix Tabs:

Tab 1 – Directions to Island School

Tab 2 – Space Rental Information

Tab 3 – List of Hotel and Motel Accommodations

Tab 4 – List of Caterers, Florists, Printers and Rental Centers

Tab 5 – List of Local Cemeteries

Tab 1

Directions to The Island School

From the Bainbridge Island Ferry:

- 📍 Follow Highway 305 north for approximately 4.1 miles to NE Day Road.
- 📍 Right (east) at light onto NE Day Road, uphill for approximately 1/2 mile.
- 📍 Right at driveway with Island School sign.
Additional parking available directly across Day Road at Sage Manufacturing.

From North Kitsap County:

- 📍 Follow Highway 305 south across the Agate Passage Bridge for approximately 2.7 miles to NE Day Road
- 📍 Left (east) at light onto NE Day Road, uphill for approximately 1/2 mile.
- 📍 Right at driveway with Island School sign.
Additional parking available directly across Day Road at Sage Manufacturing.

See map at www.cedarsuuchurch.org/map.htm

Tab 2

Space Rental Information

6/09

American Legion Hall, 7880 Bucklin Hill Road, Bainbridge Island

Capacity: 125 seated

Cost: 4 hours (including kitchen and use of alcohol) at \$250. 4 hours (without kitchen or use of alcohol) at \$100. There is a winter surcharge of \$25 for heat and a refundable damage deposit equal to the rent.

Contact: Bill Beck, 206-842-6839

Senior Center, 370 Brien Dr SE, Bainbridge Island

Capacity: 100 for the Commons

Costs: \$15 per hour without kitchen; \$25 per hour with kitchen, plus a \$25 non-refundable deposit and a \$200 refundable damage deposit. Small room (10-12) rents for \$10 for 3 hours for non-profits and \$10 per hour for others. The Kalgren Room (40 people at tables) rents for \$10 per hour for non-profits and \$20 per hour for others). The rooms are available only after regular hours or on weekends. Some Audio-visual equipment is available.

Contact: Barbara Cole, 206-842-1616

Grange Hall, 10340 Madison Ave NE, Bainbridge Island

Capacity: 100 persons

Cost: Day rate is \$9 per hour. Evening rate is \$16 per hour, plus refundable \$60 damage deposit

Contact: Billy Buitenveld, 206-842-3743

Hyla Middle School, 7861 Bucklin Hill Road, Bainbridge Island

Capacity: 150 for the Commons Room

Cost: \$40 per event (average 3 or 4 hours), plus \$50 refundable damage deposit

Contact: Jana Morris, 206-842-5988, Ext. 118

LGI Auditorium, Bainbridge Island High School, 9330 NE High School Road, Bainbridge Island)

Capacity: 250

Cost: Non-profits \$22-\$30 per hour; \$44 to \$60 per hour for others

Contact: Dean Fritz, 206-780-1280

Island Center Hall, Island Center Park, 8395 Fletcher Bay Road NE, Bainbridge Island

Capacity: 150 persons. No alcohol allowed.

Cost: Under 50 people: \$25 per hour or \$100 for an event over 4 hours.

50-100 people: \$30 per hour or \$120 per event over 4 hours.

100-150 people: \$35 per hour or \$140 per event.

There is a two-hour minimum, a refundable damage deposit of \$150, and a \$25 non-refundable booking fee.

Contact: Sue Hyland, 206-842-2306, Ext. 16

NOTE: The Park District has many other spaces for rent as well. See the Parks & Facilities list at www.biparks.org for full details.

Bainbridge Island Library, main floor meeting room, 1270 Madison Avenue N,
Bainbridge Island

Capacity: 100 chairs and 7 tables available. 60 people can sit at tables and chairs or 80 can be seated with chairs only. 102 can stand without tables or chairs, although according to the Fire Department, the room can accommodate 149 persons.

Cost: 2 hours minimum at \$35 per hour. \$200 all day up to 5:00 pm, plus \$35 refundable key fee, custodian and damage deposit. Audio-visual equipment (including projector) is available as well as coffee and tea pots.

Contact: 206-866-1250 (message phone) or e-mail: info@bainbridgepubliclibrary.org.

The Playhouse Bainbridge Performing Arts, 200 Madison Avenue North, Bainbridge Island
(near City Hall)

Capacity: 255 (Theater)

Cost: 4 hours (minimum) at \$650 includes Audio-visual equipment, lighting, and help, or \$400 without Audio-visual equipment or help, plus \$95 per hour for anything over 4 hours.

Contact: Matt Hadlock, 206-919-5679

NOTE: Check *The Playhouse* website: www.bainbridgeperformingarts.org for full details of their prices and requirements.

Seabold Hall, 1445 Komendal Rd., Bainbridge Island

Capacity: Fire Department says capacity is 99, but Joan recommends 70 maximum. They have 70 chairs and 9 tables as well as a kitchen and a small breakout room. No Audio-visual equipment.

Cost: \$30 for first 2 hours, \$10 per hour after that, plus \$125 refundable damage deposit.

Contact: Joan Bickerton, 206-842-4283

Yonder, 15710 Euclid Avenue, Bainbridge Island

Capacity: 60 maximum

Cost: \$75 per day plus \$75 cleaning fee (non-profits only). A full kitchen and some Audio-visual equipment is available. Parking is at a minimum.

Contact: Jean Casey, 206-842-0433

NOTE: The Arts and Humanities Council has published a 22-page list of spaces appropriate for arts events (only some of which are the same as above), which may be downloaded at www.artshum.org (click on BI Cultural Facilities). A hard copy of the Park District and the Arts and Humanities lists are also on file in the Cedars UU Church office, cuuoffice@cedarsuuchurch.org

Tab 3

Hotel and Motel Accommodations

6/09

Best Western Bainbridge Island Suites

350 High School Road, Bainbridge Island, 206-855-9666

Clearwater Casino Resort

Near Agate Pass Bridge, 360-598-3399 or 360-598-8700

Eagle Harbor Inn

293 Madison Avenue S, Bainbridge Island, 206-842-1446

Holiday Inn Express

19801 7th Avenue NE, Poulsbo, 360-697-4400

Inn at Winslow Corner

580 Winslow Way, Bainbridge Island, 206-780-0907

Island Country Inn

920 Hildebrand Lane NE, Bainbridge Island, 206-842-6861

Manor Farm Inn

26069 Big Valley Road, Poulsbo, 360-779-4628

Poulsbo Inn and Suites

18680 Highway 305 NE, Poulsbo, 360-779-3921

Tab 4

Caterers, Florists, Printers, & Rental Centers

6/09

Caterers

- **Culinary Capers** – Bainbridge Island, 206-842-7541
- **Seasons Of Thyme Catering** – Bainbridge Island, 206-855-0689
- **Town and Country Market, Central Market** and **Safeway** also prepare excellent food platters.

Florists

- **Changing Seasons Island Florist** – Bainbridge Island, 206-842-1141
- **Flowering Around Design Center** – Bainbridge Island, 206-842-0620
- **Flowers To Go** – Plaza 305, Poulsbo, 206-855-6380
- **Pipper's Flowers** – Bainbridge Island, 206-780-4242
- **Poulsbo Florist** – 19740 7th Avenue, Poulsbo, 360-779-2110
- **Town and Country Market, Central Market** and **Safeway** have excellent flower departments

Printers

- **Blue Sky Printing** – 19036 Front St., Poulsbo, 360-779-2681
- **Custom Printing** – 921 Hildebrand Land, Bainbridge Island, 206-842-1606
- **Sound Reprographics** – 403 Madison Avenue, Bainbridge Island, 206-780-9678

Rental Centers

- **Advanced Rentals/Sales** – 20149 Viking Avenue, Poulsbo, 360-779-3955
 - **Bainbridge Rental** – 8820 Miller Rd., Bainbridge Island, 206-842-3303
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Tab 5 — Cemeteries

Hillcrest Cemetery

Between 6234 & 6036 Old Mill Road, Bainbridge Island

Contact: David Cook

Cook Family Funeral Home

163 Wyatt Way, Bainbridge Island

206-842-2642

Port Blakely Historical Cemetery

About 4362 Old Mill Road, Bainbridge Island

Contacts: Lydia Claesson, 206-842-4361, Norm Davis, 206-842-9604

Seabold Cemetery

Highway 305, across from Methodist Church

Contact: Ralph Bickerton, 206-842-6025

Kane Cemetery at Port Madison

Masonic Lodge on Lafayette Avenue, Bainbridge Island

Contact: Charles Yanacosky, 360-813-2786

Island Center Cemetery

New Brooklyn Road, Bainbridge Island

Contact: Edward Graham, 206-842-6661, 206-842-5065

Grave digger: Bruce Belling, Bainbridge Island, 206-842-4394

Poulsbo Mortuary (and Stone Chapel) at Cherry Grove Memorial Park

22272 Foss Road NE, Poulsbo

Contact: 360-779-4474 or 206-842-4243