Funeral and Memorial Planning Guide
Richfield United Methodist Church

Our condolences to you and your family as you grieve the loss of your loved one; God bless you. Please contact the pastor as soon as possible to set up a service planning meeting. As you prepare, this planning guide is designed to give you information for the ways we can assist you in this time. For more information, contact the church: rumc@richfieldumc.org, 612-861-6086.

Church Hosting:
This includes administration, hospitality, and building usage, thank you.
$600 Church Members | Persons currently on Richfield UMC member rolls.
$800 Non-Church Members | Persons not on Richfield UMC member rolls in the last 5+ years.

Service Times:
Mondays or Tuesdays at 10:00 am; Sundays, Mondays, or Tuesdays at 2:00 pm
Dates are always pending availability. Times and dates beyond these are on a case-by-case basis.
You may hold Visitation 1 hour prior to the Service and Refreshments for 1 hour after the Service.
Livestream/recorded services are typically only available on Sundays due to tech crew availability.

Service Details:
The beautiful Sanctuary seats 300+ with reserve seating for the family. The church can provide:
- 1 pulpit microphone for speakers, 1 XLR microphone for a vocalist and/or instrumentalist.
- 1 display table with white linens for an urn vessel or vault, photo, and/or flowers.
- Bulletins printed in full-color for your estimated number of guests.
- A Chapel is available for services of 10-50 people. Piano only, no microphone, no livestream.
- More complex audio/visual needs require the church to secure tech crew.

Visitation Details:
The Commons area is between the front entrance to the building and the Sanctuary and the perfect place for people to gather and meet with the family before the service. The church can provide:
- 1-2 6’ display tables for your loved one’s artifacts
- Up to 4 large easels to display photo boards
- 55” mounted smart TV to display a looping slideshow via your provided USB-A flash drive and/or your provided laptop connected via standard HDMI cable.

Refreshments Details:
The Fellowship Hall is where your guests may gather for refreshments. The church can provide:
- Up to 8 6’ rectangle tables with seating for 8
- Up to 8 8’ round tables with seating for 8
- 1 banquet table and 1 beverage station table
- Coffee, water, and cookies/bars

Due to staffing and church volunteer availability and limitations, we are unable to provide luncheons. With approval of the clergy and confirmation in writing, families who desire more than what we can provide may secure a full-service caterer with on-site staff who will set-up, monitor, and clean-up food and beverages during the event. Due to liability, families are unable to do this work on their own. Thank you for understanding. **Note: Richfield UMC has a nut-free kitchen.**

We do not recommend full-service caterers. We have had recent good experiences with the following:
Affordable Best Catering: affordablebestcatering.com, 952-887-9607
Green Mill Catering: greenmillcatering.com, 651-412-7483
Lunds & Byerlys (St. Louis Park): catering.lundsandbyerlys.com, 952-897-9800