



FUNERAL INFORMATION

First Presbyterian Church, Maumee

In order to clarify the funeral process/fees for First Presbyterian Church, following information is provided:

Data Needed for First Presbyterian Church:

- Contact Name of Funeral Home Coordinator
- Level of involvement of the Funeral Home
- Family Contact Name/contact information
- Contact for memorial gifts (if different than above)
- Date/Time Requested for Service
- Cremation vs Casket and will either be present at the service
- Pastoral Presence at Graveside services requested? (Time & Location?)
- Visitation: Yes/No
- Luncheon (for church members only): Yes/No
- Video Tribute (created by family) for Display: Yes/No
- Sign-in Book: Yes/No
- Live-Streaming: Yes/No
- Photo Displays Requiring Easels?
- Copy of obit once published
- Estimated time of arrival at First Pres for service

Availability: Visitation and Funeral Services are offered. Weekday services are preferred with visitations held no earlier than 10:00 and services between 10:00 and 3:00. Saturday services require special permission and have a higher fee schedule. Visitation hours are approved for the day of the service only.

Contact Number: 419-893-0223 ext 102 (Susan Platz) or ext 104 (Bill Woodruff). If contact is necessary during a weekend, Pastor Tolbert may be reached at 419-450-2341.

Best Contact Email: splatz@firstpresmaumee.org

Office Hours: 9:00-3:00 (Officially); Typically, someone is in the office 7:30-5:30 M-Th. Staff leaves at 3:00 on Fridays

Pastoral Leadership:

- Clinton Tolbert, ctolbert@firstpresmaumee.org, 419-893-0223 ext 100
- Jason Armstrong, jarmstrong@firstpresmaumee.org, 419-893-0223 ext 101

(as approved by Session 4/22/2025)

Fee Structure: Standard Fees are different for weekdays and Saturdays. We do not offer funeral services on Sundays. Please contact Susan Platz to confirm names of those receiving fees. Payment is due at the time of the service. Checks may be made payable to First Presbyterian Church and we will distribute accordingly.

	Monday-Friday Service Fee	Saturday Fee
Pastor's Honorarium	\$200.00	\$350.00
Organist/Pianist	\$150.00	\$250.00
Accompany Soloist	\$50.00 additional	\$50.00 additional
Vocal Soloist <i>(if arranged by church)</i>	\$150.00	\$150.00
Technology		\$100.00
Building Use Fee		\$200.00

Personnel Typically Utilized:

- Pastor: Clint Tolbert or Jason Armstrong
- Music: Wayne Whitten (organ) or Kristen Woodard (piano)
- Tech/Live-Streaming: Bill Woodruff
- Funeral Coordinator: Susan Platz
- Building Use: Bill Woodruff (tech), Custodial Staff (clean), Susan Platz (coordinator)

Reception (for church members only):

FirstPres has 3 Bereavement Teams. One team will help plan a light reception or light luncheon if your family wishes.

- Light Reception: typically, cookies and tea, coffee or punch. Cookies are provided by the church family. If the family desires a specific floral centerpiece for the food table, the Bereavement Team can make that purchase. A donation of \$15-\$20 to cover expenses is appreciated, but not mandatory.
- Light Luncheon: typically, a tray of meat wraps or tray of meat, cheeses and bread augmented by salads and light desserts or cookies provided by the church family. The family is asked to pay for any food expenses (food trays, etc) that are not donated by church members. The family will receive a letter containing copies of any receipts paid out for the luncheon.

Counseling: We host a 13-wk GriefShare course twice a year. Usually starting in mid-Feb and early Sep. Sign up is available via the GriefShare website or by contacting the church office.