



*Holy Wisdom Monastery*  
**2023 Funeral & Memorial Service  
Handbook**



Holy Wisdom Monastery  
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Holy Wisdom Monastery is the home and work place of the Benedictine Women of Madison, an ecumenical monastic community. The sisters welcome guests and encourage everyone to share in their life of prayer, hospitality, justice and care for the earth. At Holy Wisdom Monastery, activities are inclusive, ecumenical, respectful of creation and considerate of others needs for contemplation and prayer. Respectful use of the facility is required to maintain the simple, contemplative and prayerful atmosphere.

**All guests are welcome regardless of religion, sex, age, nationality or ethnicity.**

***Funeral and Memorial Service/Visitation Rates***

Rates for funeral and memorial services include the use of the Assembly Room and Gathering Area, as well as the Hospitality Room for the family throughout the event. *\*\*Sunday Assembly Member pricing available.*

Funeral or Memorial Service:	\$650
Visitation Prior to Service (up to 2 hours)	\$330
Night visitation (night before service, up to 3 hours)	\$540

***Weekend and Evening Service Fees***

Weekend Service Fee:	\$300
Evening Service Fee (4:00 PM or later)	\$300

***Reception/Luncheon Rates***

Holy Wisdom Monastery has a professional chef on-site and will cater your luncheon. If the family wishes to host a reception/luncheon after the service the reservation rates for the reception include, the Guest Dining Room, the Gathering Area, and the Hospitality Room. Actual food costs are determined separately. (See menu on last page) Guests are not allowed to bring in their own food. Outside caterers accepted on a case-by-case basis.

Guest Dining Room Fee	\$527
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### ***Officiants:***

At Holy Wisdom Monastery we ask you to provide your own officiant to preside at the service. We are able to provide suggestions for officiants if you need assistance or guidance.

### ***Service Style Options:***

Every family is different, and not everyone wants the same type of funeral or memorial service. We give you the flexibility to create whatever service you wish in order to honor your loved one. The service may be elaborate or simple, public or private, religious or secular. *We offer a live streaming service in the Assembly Room for a \$100 fee to allow guests that are unable to attend in person to be a part of the service.*

### ***Setup for the Service:***

The Assembly Room has a seating capacity of 300 people. The chairs, organ and piano may not be moved or removed for a funeral or memorial service. The family may request the monastery staff move the altar to allow room for the casket or a table for photos and memorabilia. Only a Holy Wisdom staff member may move the furniture as care must be given to the floors and walls when moving the furniture.

### ***Hospitality Room for Family:***

The private Hospitality Room will be provided for the family throughout the event. The Hospitality Room has a private handicap accessible restroom and sink available. Snacks and bottled drinks may be brought and set up in the Hospitality Room for the family. This room must be cleared of all food, drink, and personal items by the family immediately following the event.

### ***Music:***

It is appropriate to include instrumental and/or vocal music as part of the funeral or memorial service. Holy Wisdom Monastery does not provide soloists or instrumentalists. It is the family's responsibility to contact and pay the musicians. The Assembly Room and Gathering Space are connected to a sound system which can play a CD or music from a phone, tablet or computer.

**Florists:**

Arrangements for flowers at the funeral or memorial service are the responsibility of the family. The family is responsible for coordinating the delivery of the flowers. The florist or family is expected to remove all floral decorations promptly following the event.

***Sound System:***

The acoustics in the Assembly Room are exceptional and microphones may not be needed. If the family does want to use the sound system, it is included in the room rental fee. Up to four hand-held or lapel wireless mics are available.

***Food and Beverages:***

Food and beverages are not allowed in the Assembly Room, although they are allowed in other areas of the building, such as the Hospitality Room, Gathering Area and Guest Dining Room.

***Communion Elements:***

Holy Wisdom Monastery does not provide communion elements for the service. Families or presiders may bring their own communion elements.

***Accessibility:***

Holy Wisdom Monastery is wheelchair accessible.

***Parking:***

Parking for your service is available in the monastery parking lot, along the driveway leading up to the monastery, behind the monastery and in the retreat and guest house parking.



## Guidelines for the Reception/Luncheon



### ***Room Usage:***

The Guest Dining Room, Gathering Area, Hospitality Room, outside patio and bathrooms are available for use during the reception/luncheon. The Guest Dining Room can seat up to 150.

### ***Decorating:***

The family may provide any decorations for the reception. Floral arrangements may be placed on the tables and any additional decorations must be discussed and approved by the Guest Services Coordinator before the reception/luncheon.

### ***Audio/Visual Items:***

Holy Wisdom Monastery is equipped with a sound system that can play recorded music in the gathering space and/or the guest dining room for no additional fee. The guest dining room has a retractable projection screen that guests may use to run a DVD, show videos or a PowerPoint presentation. The guest dining room may also be set up for a total of two wireless microphones. Computers and speakers are not supplied.

One wireless microphone (hand held or lavalier):	\$28
One additional microphone:	\$22
Projector:	\$55
Projector with DVD Player:	\$75



## *Holy Wisdom Monastery*

### **Memorial Gifts**

The sisters and coworkers at Holy Wisdom Monastery offer our prayers and support for you and your family at this time.

Memorial funds are often set up to honor a loved one. A memorial fund which supports the ministries of prayer, hospitality, retreats and care for the earth at Holy Wisdom Monastery can be set up through the Benedictine Life Foundation. The family of the deceased may choose a particular ministry to support at Holy Wisdom Monastery and the gifts will be directed there, or gifts may be directed to our *Where Most Needed* fund.

The family or loved ones of the deceased are notified of these gifts. Memorial gift envelopes are also available at the time of the memorial. All gifts are tax-deductible by law and receipts are issued to the donor.

To direct memorial gifts to the Benedictine Life Foundation, the following template text can be included in an obituary:

*Memorials in memory of \_\_\_\_\_ may be made to the Benedictine Life Foundation of Wisconsin, 4200 County Road M, Middleton WI 53562, [www.holywisdommonastery.org](http://www.holywisdommonastery.org), to support the ministries of the Benedictine Women of Madison at Holy Wisdom Monastery.*

Holy Wisdom Monastery gratefully accepts memorial gifts in honor of your loved one.

*Rev. August 2014*

**Benedictine Life Foundation of Wisconsin, Inc.** • 4200 County Road M • Middleton,  
WI 53562  
608-836-1631 • [www.holywisdommonastery.org](http://www.holywisdommonastery.org)

**Holy Wisdom Monastery  
Funeral/Memorial Service Menus**

**Appetizers Only (Choose 4): \$10 per person\***

Cheese and crackers  
Hummus and Pita  
Vegetable and dip tray  
Fruit tray (Seasonal)  
Cookies and/or bars

**Deli Lunch: \$12 per person\***

Sliced meat, cheese and buns  
Pasta or potato salad  
Fresh fruit or vegetable tray  
Cookies and/or bars  
Coffee and tea  
Lemonade or milk

**Warm Lunch: \$15.50 per person\***

Lasagna or meatloaf  
Vegetable side  
Tossed salad  
Fresh fruit or vegetable tray  
Fresh baked bread  
Cookies and/or bars  
Coffee and tea  
Lemonade or milk

Guests are welcome to create their own menus  
according to their preferences with our chef.

*\*prices are subject to change*