Holy Wisdom Monastery

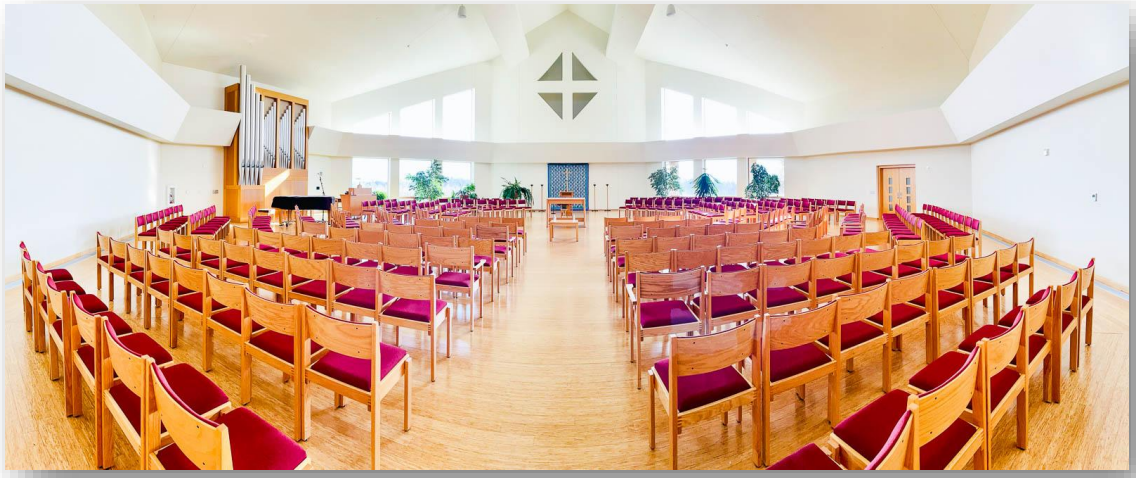
2027 Funeral & Memorial Service Handbook

Holy Wisdom Monastery
4200 County Road M, Middleton, WI 53562
Website: www.holywisdommonastery.org

Phone: 608.831.9303
Email: blivingston@holywisdommonastery.org

Revised 10/26

Holy Wisdom Monastery is the home and workplace 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:	$790
Visitation Prior to Service (up to 2 hours)	$380
Night visitation (night before service, up to 3 hours)	$620

Weekend and Evening Service Fees

Weekend Service Fee:	$350
Evening Service Fee (4:00 PM or later)	$350

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 page 7) Guests are not allowed to bring in their own food. Outside caterers accepted on a case-by-case basis (see details on page 6).

Guest Dining Room Fee	$438

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 lot.

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 184.

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 show videos or a PowerPoint presentation. The guest dining room may also be set up for a total of two wireless microphones. Computers are not supplied.

One wireless microphone (hand held or lavalier):	$28
One additional microphone:	$22
Projector:	$55
Livestream:	$100

Alcohol:

Holy Wisdom Monastery does not own a liquor license. However, alcohol may be served during the event as long as the event is a private event not open to the public. Alcohol consumption must be done in an appropriate and respectful way in keeping with the monastery's policies. Due to state and local laws, Holy Wisdom Monastery and its staff cannot provide, handle, serve or pour any alcoholic beverages. Absolutely no alcohol may be served to guests under the age of 21. Cash bars are not allowed.

All alcohol and any glassware must be provided by the host and should be delivered to the monastery during the host's chosen time block. Outside glassware may not be washed on-site.

Since Holy Wisdom Monastery staff cannot be involved in the service of alcoholic beverages, it is requested that hosts designate individuals to dispose of beverages partially consumed and left behind by guests throughout the event.

For a fee, Holy Wisdom Monastery will provide same day refrigeration, set-up with a table and linen, cleaning, corkscrews, ice and ice bins. *Any event serving alcohol is required to pay this fee.*

Alcoholic Beverage Set Up Fee: $320

Outside Vendor Catering:

An outside caterer is allowed upon special request and must be approved by HWM. If you opt to use an outside caterer, a kitchen/facility use fee will be charged to cover the cost for the caterer to use the facility during the event. **Please note**: no cooking should be done at HWM. Kitchen use is for staging and final preparations only. Due to safety issues, the dishwasher and refrigerators may not be used at any time. Caterers should be prepared to stay on-site for food setup, serving, take down and clean up. HWM staff is not provided to assist with these needs.

Guests are welcome to bring in desserts. Potlucks are not allowed.

Holy Wisdom Monastery does not provide utensils, cookware, dishware, flatware or beverage containers for outside caterers. Paper products such as disposable cups, paper plates, serving ware, plastic utensils or napkins are not available.

All food provided by outside caterers should have place cards identifying the name of the catering company at all food serving tables.

Any HWM equipment removed by the caterer must be returned within 48 hours or the host of the event will be assessed a $1,000 fine and the caterer will not be allowed to use the HWM kitchen in the future.

HWM does not provide linens or place settings for outside vendor-catered events. Any linens, place settings, decorations or additional table rental is the responsibility of the host.

Outside Caterer Kitchen use Fee:	$375, up to 50 people $475, 51 -100 people $575, 101 + (maximum of 200 people)
Outside Catering Refundable Damage Deposit:	$500

Funeral/Memorial Service Menu

Tray of Baked Goods: $4.10 per person

A selection of fresh pastries, scones or muffins. (GF not available)

Whipped Ricotta and Honey board: $5.70 per person

Whipped fresh ricotta cheese, drizzled with honey, cracked fennel seeds and served with Roti Bread.

Cheese Board: $5.70 per person

An assortment of cheeses from Carr Valley, crackers and jam.

Cheese and Salami Board: $6.20 per person

Salami and cheese platter with crackers, olives, and pickled vegetables.

Crudité Board: $5.70 per person

An assortment of vegetables and seasonal dips.

Relish Tray: $5.70 per person

A classic assortment of crisp carrot and celery sticks, radishes, green onions, baby dill pickles, bread and butter pickles, black and green olives, pickled beets, pepperoncini, and marinated artichoke hearts, served on a traditional tray with crackers.

Meatballs Wedding Soup: $6.20 per person

A comforting soup featuring tender beef and pork meatballs, simmered in a savory chicken broth with fresh spinach, carrots, and tiny pasta. (GF not available)

Butter Rolls Finger Sandwiches: $8 per person

Soft, buttery dinner rolls filled with turkey or vegetables, cheese and Dijonnaise. Make it a complete lunch option with sandwich, salad, and assorted dessert for $16 per person (includes coffee from machine and water). (GF not available)

Pulled Pork Sliders: $9 per person

Tender pulled pork slow-cooked and tossed in maple and olive oil, served on soft slider buns. Make it a complete lunch option with sandwich, salad, and assorted dessert for $17 per person (includes coffee from machine and water). (GF not available)

Baked Pasta or Lasagna: $8 per person

Layers of tender pasta baked with a rich meat or vegetarian sauce. Make it a complete lunch option with salad and assorted dessert for $16 per person (includes coffee from machine and water). (GF not available)

Cookie Tray: $4.10 per person

A variety of house-baked cookies.

Brownies Tray: $3.10 per person

Rich chocolate brownies, cut for easy sharing.

Assorted Dessert Bars: $5.70 per person

A rotating selection of dessert bars, such as lemon, oat, or nut bars.

Fruit Platter: $6.20 per person

A vibrant assortment of fresh seasonal fruits including grapes, strawberries, melon, pineapple, and berries, artfully arranged.

Hot Lunch: $19 per person
(includes coffee from machine and water)

Bread & Butter Service: +$4 per person
Freshly baked artisan bread with butter

Salad
Green salad featuring local produce from Vitruvian Farms, shaved seasonal vegetables and seasonal vinaigrettes

Protein (Choose One)
Chicken (roasted), Fish (chef's seasonal selection), Lentils, Chickpeas, Beans, Braised Beef, Turkey Breast or Pork Loin Roast

Starch Side
Rotating options such as roasted potatoes, rice pilaf, mashed potatoes, or pasta.

Dessert
An assortment of dessert offerings, including brownies, cookies, bars, and fruit, thoughtfully selected to accommodate dietary restrictions.

Seasonal Vegetables
Chef's choice based on local and organic availability, prepared to highlight freshness (e.g., roasted root vegetables or sautéed greens for example)

Beverage Bars
(Some beverages already included with lunch)
Basic Beverage Bar: $2.49 per person
This provides access to the beverage bar located in the dining room. This features coffee, a variety of hot teas and iced water. If you would like this set up in another location there is an additional set-up fee of $140.

Expanded Beverage Bar: $3.75 per person
This option features lemonade, iced tea, water, coffee and a variety of hot teas. There is an additional set-up fee of $140.

***prices subject to change**

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, 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.

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Benedictine Life Foundation of Wisconsin, Inc. • 4200 County Road M • Middleton, WI 53562
608-836-1631 • www.holywisdommonastery.org