

BERNICE PAUAHI BISHOP MEMORIAL CHAPEL

FUNERAL/MEMORIAL GUIDELINES

Phone:(808) 842-8204 Fax: (808)842-8140

A. OVERVIEW OF CHAPEL USE

1. General overview	Bernice Pauahi Bishop Memorial Chapel is available for funerals or memorial services for designated members of the KS 'ohana. Services performed in the Chapel shall affirm the Protestant tradition. Requests for funerals or memorial service begin with a call to the Chaplains office.
2. Who can use the chapel?	<ul style="list-style-type: none">• Alumni, trustees, faculty/staff, retired faculty/staff and immediate families of all the above categories. Use of the Chapel is also permitted for the funeral of a current student of Kamehameha Schools.• Immediate family is defined as a spouse, parent/stepparent, son/stepson, daughter/stepdaughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, grandparents, grandchildren and present legal guardians.
3. Seating Capacity of Chapel & Information	<p>The Chapel will follow C &CH recommendations of no more than 25 people* to be gathered at any time to minimize the risk of transmission of COVID-19 Virus *allotted number subjected to change based on tier level.</p> <p>'Ohana will provide a final guest list to the Chapel Assistant no later than 1 week prior to memorial.</p> <p>Gust must vacate premises after the service Fellowship/Gatherings will be prohibited after the service.</p>
4. COVID Safety Requirements	Prior to coming on Campus guests will be required to complete an electronic QR Questionnaire. Social distancing between persons is required. Face coverings are mandatory while on KS Campus. Upon entry and registering the chapel all guests must have their temperature checked and logged by a KS Chapel Coordinator.
5. Staffing Responsibilities	The Chapel Staff is responsible for coordinating all requirements of the service between the family, the Chapel office and Kamehameha Schools. The Chapel staff completes a Funeral Inquiry form over the telephone, submits the facility use form, and adds the funeral or memorial service to the Chapel's master calendar. When applicable, the Chapel Staff will request verification of alumni status with Parent and Alumni Relations. Applications can be mailed, emailed or faxed to the Chaplain's Office.

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B. MAKING ARRANGEMENTS FOR A FUNERAL

<p>6.‘Ohana Responsibilities</p>	<p>‘Ohana will provide a final guest list to the Chapel Assistant no later than 1 week prior to memorial.</p> <p>Guests must vacate premises after the service Fellowship/Gatherings will be prohibited after the service.</p>
<p>7.Scheduling</p>	<p>Funerals or memorial services should not interfere with Kamehameha schools’ activities; they can only be scheduled at times when staff is available. Funeral or memorial services are scheduled on Saturdays only; provided no other activities are scheduled during the requested date and time. The allotted time for services at the chapel is three (3) hours. We</p>
<p>8. Unavailable Chapel Dates</p>	<p>New Year’s Eve & New Year’s Day, Ho’olaule’a, Good Friday & Easter Weekend, Memorial Day Weekend, Alumni Week, Veteran’s Day, Thanksgiving Weekend, Christmas Eve & Christmas Day.</p>
<p>9.Coordination with mortuary and General Practices</p>	<p>The Chapel Staff assists the family and mortuary personnel with all logistics of the service. The Chaplain Designate discusses any special requests with the Chaplain.</p>
<p>10. Officiating/ ‘Ohana meeting</p>	<p>The School’s Chaplain or Designate always serves as the official minister for the Chapel, the family is encouraged to have their family’s clergy participate in the memorial service. *</p> <p>*Please understand this reduces your allotted number.</p> <p>‘Ohana meeting will be conducted online by Zoom or Teams.</p>
<p>11.Indemnification</p>	<p>KS requires an indemnification statement from those using the Chapel for a funeral/memorial. The user agrees to release and indemnify Kamehameha Schools from and against any and all claims and liability for personal injury or property damage sustained by any other person as a result of the activities conducted in the Chapel. The indemnification statement is included in the Funeral Application.</p>
<p>12. Music*</p>	<p>The family should discuss their music preferences, including, as needed, choice of music, with the Chaplain or Designate. While every effort will be made to accommodate the family’s wishes, given the quality and complexity of the Chapel’s pipe organ, only the Chapel Organist or Designate is allowed to play the organ.</p>
<p>13. Flowers</p>	<p>It is suggested that a single floral arrangement be used on the altar. The altar is also reserved for the placement of family lei</p>

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	<p>around the urn. The Chapel Staff will assist the family in placement of other flowers; it is suggested that flowers from the immediate family be used at the front of the sanctuary and that all other flowers remain at the mauka/Diamond Head corner of the chapel.</p>
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14. Other Setup Information	<p>A table in the mauka/Diamond Head corner is available for a picture or display; a moveable table at the back of the Chapel may be used on the lanai for guest books, etc. Families are not allowed to do any stapling, tacking, taping, nailing, gluing or any other form of temporary construction in the Chapel.</p>
15. Respect Sanctity of Altar	<p>To respect the sanctity of the altar, only the urn along with limited lei from the family are placed on the altar. All other chapel items (Bible & koa bowls) may not be removed from the altar. A portrait of the deceased can be placed on an easel on the floor below the pulpit.</p>
16. Protect the floors from Damage	<p>All chairs, instruments or other items used on the floor should have rubber wheels or castors. Wooden chairs are permitted. Metal wheels or heavy objects are not permitted to be moved around on the floor. Please do not drag anything across the floor.</p>
17. Alcohol & Drug Policy	<p>Kamehameha Schools - Kapalama Campus is a drug free campus. It is the School's policy to prohibit the possession, distribution and/or use of intoxicating liquor, marijuana or other illicit drugs on campus.</p>
18. Cost Breakdown	<p>Cost breakdown is based on typical services required and is subjected to change as cost changes.</p> <ul style="list-style-type: none"> ● The cost breakdown is 525.00 and is made up of the following categories: <ul style="list-style-type: none"> Officiant: \$150.00 Coordinator: \$100.00 Organist: \$75.00* <p>*Please understand if you choose to have an organist this will reduce your allotted number</p> <p>Non-refundable deposit: \$200.00*</p> <p>*The non-refundable deposit monies are assessed for custodial services, security, printing, etc.</p> <ul style="list-style-type: none"> ● Checks are payable as follows: <ul style="list-style-type: none"> Officiant \$150.00 Funeral Coordinator \$100.00

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	<p>Organist \$ 75.00* *Please understand if you choose to have an organist this will reduce your allotted number. Kamehameha Schools non-refundable deposit \$200.00*</p> <p>Depending upon the employment status of the officiant, the check for the officiant may be made payable to <i>Kamehameha Schools</i></p> <p>No other monetary compensation, either as payment or gratuity, is expected or should be accepted by the officiant,organist or anyone else included in the service.</p>
<p>19. Donations to the School</p>	<p>Any person wishing to make a donation to the School in addition to the stated charges should contact the Headmaster’s Office for more information.</p>
<p>20.Disposition of Remains</p>	<p>Families must contact the ministers directly to schedule officiating the committal service.</p>

I have read and understand the Guideline for Funeral/ Memorial Services at the Bernice Pauahi Bishop Memorial Chapel and further agree to be bound by the policies set forth therein.

Signature: _____ Date: ____/____/____