

A *funeral* service is performed when the embalmed body/casket or cremated remains/urn is present. A *memorial* service is held when the body/casket or cremated remains/urn is not present.

Planning the Service

Please contact one of the ministers to make arrangements for the service. Important elements to consider:

- Cherished hymns and scriptures
- Particular sacred music, musicians or soloists
- People who might be willing to share personal reflections/eulogy (*no more than three speakers*)
- Cherished poems, readings, life experiences

Personal Reflections/Eulogies

The word “eulogy” comes from a Greek word meaning “to bless”. It’s important to offer family or special friends opportunity to share treasured memories, experiences and anecdotes. It is generally best to decide in advance who will be giving a eulogy so that thoughts can be organized. Younger children and family members may write down sentences to be read by the minister or family member. Tributes should be limited to about five minutes each, no more than three speakers.

When preparing eulogies, look for recurring themes or ideals. Consider/draw upon the following:

- Stories from and insights into their childhood

- How they met their spouse
- Challenges faced
- Character attributes
- What brought joy to their life?
- Interests, hobbies, achievements, experiences they treasured
- Impact upon others through work, church, volunteer activity.

Special Remembrances

The Church will provide a table(s) for you to display special remembrances, photographs and other memorabilia for guests to view before and after the service. Think about what you might want to display and arrange for a family member to organize these items.

Guest Book

A Guest Book is a meaningful record of those who attend the service. If you use a funeral home, the funeral home will usually provide a book. If you don’t use a funeral home, the family is responsible for bringing one.

Length of Service

The length of the funeral/memorial service often depends on the number of guests. You should allow time either before or after the service to greet your guests and give them a moment to share their condolences with you and to say their good-byes to the deceased. The actual service length should be between 30-60 minutes

Reception

Our Deacons will serve lunch after the service if you want, and will provide punch, coffee and bars or cookies at no charge. If you want to serve more

substantial food, e.g. sandwiches and/or salads, the Deacons will order and serve the additional food but the family is expected to pay for it.

Honorariums

If you are using a funeral home, they are aware of the usual honorariums. If you are not working with a funeral home, the suggested honorariums are:

Ministers	\$175
Organist	\$175
Deacons	\$100
Choir	\$100
Vocalists	\$ 75
Custodian	\$ 50

Service Bulletin

Our staff will prepare a printed bulletin for the service and give you the opportunity to preview it and make changes. If you would like to include a picture of your loved one on the front of the bulletin, which we often do, please provide us a photograph with good resolution.

Flowers

Whether there are only a few or many arrangements, flowers are an integral part of the service. If you use a funeral home, they will take responsibility for arranging them in the sanctuary before the service and removing them after the service. If you don’t use a funeral home, the family is responsible for placing them in the sanctuary before the service and taking them after the service.