

MEMORIAL SERVICES

Purpose: To ensure that the Memorial Service is carried out in a way that honors the deceased and their family.

Protocol: The Pastor shall contact the **Memorial Coordinator** after receiving a request for a Memorial Service.

Responsibilities: The Memorial Coordinator shall:

- Ask the Pastor(s) how many persons to expect at the service (and the reception if there is to be one). If the Pastor wishes, he/she may tell the family that the Memorial Coordinator will contact them for the specifics of a reception.
- Call the Caring Team, advising them of how many people will be attending the Memorial Service. The Caring Team will secure ushers and greeters. They will also plan any receptions that are to take place.
 - The Caring Team will draw help from a list of people who have indicated an interest in this area from the Time and Talent survey.
 - A set up crew will be needed to set up tables and chairs and anything else as requested.
 - Bakers or cooks will be needed depending on the type of reception.
 - Servers will be needed to work during the reception.
 - Clean up people will be needed to put away tables and chairs and straighten up Fellowship Hall, to clean the kitchen, wash and put away all the dishes, and to take home table lines and towels to be washed and put away.
 - Any bills should be given to the Caring Team Coordinator for reimbursement.
 - Three types of receptions may be offered.
 - Cookies and coffee
 - Three cookies per person attending
 - Sandwiches, salads, and drinks
 - One sandwich per person attending
 - Dinner usually consisting of casseroles, vegetable, rolls, dessert, and drinks.
- Have coffee and water available in the lounge for the family before the service.

- Prepare the Sanctuary.
 - Make sure the appropriate banner and paraments are used.
 - Make sure the flowers are displayed in a pleasing manner.
 - If the family brings pictures for the service, display them in a pleasing manner.
 - If the family brings the ashes of the deceased, display them appropriately.
 - Make sure there are tissues in the front pews for the family.
 - Turn on sound equipment and check microphones (Memorial Coordinator should be trained in using the sound system).

- If special technology is to be used in the service (PowerPoint), make sure there is someone there to assist in setting it up and then running it (Memorial Coordinator should be trained to set up and run equipment when needed).

- Place the podium either by the office or near Fellowship Hall (if having a reception) and place the Guest Book on it with pens.

- Obtain Memorial Giving Envelopes from the office and place on the podium.

- If there is to be a reception and the family has requested space in Fellowship Hall for pictures or displays, make sure there are tables or easels available and help family in setting up.