

**We offer the following guidelines regarding fees and donations:**

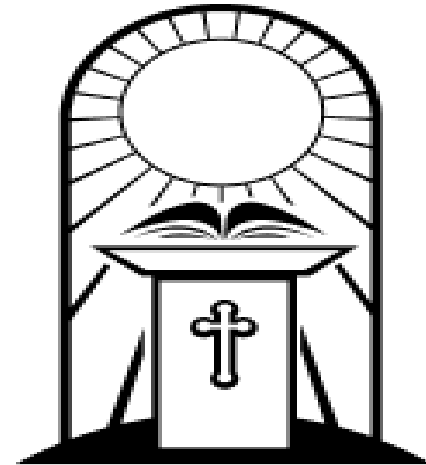
Pastor's honorarium	\$200 (\$300 for off-church location)
	Write check payable to Joyce O'Connor-Magee
Bulletins (black & white)	\$35
(color)	\$50
Each Musician & Soloist	\$125
Organist/Pianist	\$125
	Write checks to individual musicians' names
Reception	\$100 up to 35 people
	\$200 more than 35 people
	Write check to Fairwood United Methodist Women
***Building Use	\$50 (sanctuary, narthex)
	\$200 (parlor, multipurpose room, kitchen)

Write your check payable to Fairwood United Methodist Church prior to the church service.

\*\*\*Church members and constituents who support the maintenance of the church program through pledging are not asked for building use donations.

Revised March 2010

# PLANNING A MEMORIAL SERVICE



## IN LOVING MEMORY

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Fairwood Community United Methodist Church  
15255 SE Fairwood Blvd.  
Renton, WA 98058

*Rev. Joyce O'Connor-Magee, Pastor*  
*Memorial Service Consultant,*  
*Cynthia VanDevender*

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Consultant: 425-228-4145

## **SHALOM!**

This guide has been prepared because it is difficult, when the time comes, to think about all that one needs to when planning a memorial service or funeral. Our memorial service consultant will assist you in any way that she can in preparation for the service.

## **TIME AND DATE OF SERVICE**

Please check with the pastor first to schedule and plan the service. Funerals and memorial services take precedent over many other church activities. Usually a service is planned after a person has died, although knowing that a loved one's death is imminent, you may talk with the pastor before the death.

## **MEMORIAL SERVICE OR FUNERAL**

Usually, in our church, the body is not present at the service. However, a funeral director may be contacted, and through his cooperation a service with the body present may be held at our church. If you wish a viewing at the church, it should be done before the service. An urn may be placed at the service.

## **USUAL SERVICES OF LOCAL FUNERAL DIRECTORS**

Funeral directors see that the body is picked up, cared for, buried or cremated. They will oversee the transportation of the body to another location. They hold burial services if you wish them to do so. A complimentary notice is placed in the local paper. If it is desired to place a notice in the Seattle PI or Times, a fee is charged by the newspaper publisher. The funeral director also has a guest book and thank you cards for purchase.

## **USUAL SERVICES OF OUR PASTOR**

Our pastor visits with the family upon notification of death to give guidance and counsel for the memorial service. She/he will usually attend the reception, if there is one, immediately following the service. A few visits with the family may be made during the following weeks. All memorial services at our church are under the authority of our pastors, although they are willing to have other clergy assist in the service.

## **TYPE OF MEMORIAL SERVICE**

The Service of Death and Resurrection from the United Methodist hymnal is usually used as the order of worship for the memorial service. The pastors will work with the family to choose hymns, songs, scriptures and/or readings to have the service reflect the life story and journey of the one who has died.

## **ATTENDANCE**

Our sanctuary holds 200 comfortably. Often the service is much smaller. A large service needs the assistance of one or more ushers. Your funeral home may provide this service, family or friends may help, or it can be arranged through the church pastor. Rows of chairs will be sectioned off for the family.

## **MUSIC**

If an organist or pianist and/or soloist needs to be secured, that need should be made known to the pastor or the memorial service consultant so that the church organist may be contacted. Special music may be arranged by the family or by the church. There is a fee for musicians.

## **FLOWERS**

Flowers add beauty and symbolize new life. Plants and flowers in the sanctuary reflect the wishes of the family, however, the church prefers not having artificial flowers. Flowers may be from your garden or from a commercial florist. Floral arrangements may be sent by friends and relatives unless you indicate some other desire.

## **MEMORIALS**

Many people prefer to give a monetary donation to a memorial fund rather than send flowers. You may wish to designate a specific need of the church or of another organization. If you desire gifts to the church, please contact the memorial service consultant to get a list of needs that could be supplied through memorials.

## **MEMORIAL SERVICE BULLETIN**

The office can prepare a memorial service bulletin. This bulletin can include a loved one's photograph in either black and white or color (see back of guide for cost). Families may choose to buy their paper from another source. Preprinted covers can be ordered from a religious supply house, but require extra time.

## **WHAT WILL THE FAMILY DO BEFORE THE SERVICE?**

Some families wait in another room until all family members arrive so that all can enter at once and sit together. Other families choose to greet those attending the service and enter with friends. Rows may be reserved for the family, in front or as the family desires. The family may enter or leave through the side doors or the main aisle.

## **SIGNING THE GUEST BOOK**

Upon entering the church building, people usually expect to sign a guest book.

## **RECEPTION OR LUNCHEON**

Frequently it is helpful to grieving family and friends to meet socially after the service. A reception or luncheon may be held in the parlor and/or multipurpose room, or it may be held at the family home. If help is desired to assist in the preparation or serving of food, talk to the memorial service consultant.

