

Memorial Services for Members of the Church

The Concord UU Church offers memorial services for our members. In the hopes of comforting our church members in their time of grief, at the request of a church member, we also will provide a memorial service for the immediate family member* of a church member. The following outlines what the church can provide in both cases.

- **Minister and Service:** The minister will meet with the family and coordinate the order of service (*The minister's services are free for the memorial service of a member. A reduced honorarium for the minister is requested for services for immediate family members*). The church office will design and produce the order of service from the materials provided by the minister/family. We can print in black & white, on white or ivory paper, free of charge. The program is typically on legal sized paper, folded in half. If color programs are desired, the cost is \$50 per 100 copies.
- **Music:** When available, the church's accompanist will provide music—the family or minister should contact the accompanist (*the accompanist's fee is \$250 [or \$300 if a choir rehearsal is included], payable to the accompanist*). If the church's accompanist is unavailable, he may be able to provide suggestions for other accompanists. If other musicians are desired, they should consult with the music director. The church's choir may be available to sing. (*The family will pay \$300 directly to the Choir Director.*)
- **Ushers:** Often family members or friends serve as ushers. The church can contact other members of the church to serve as ushers, if needed—please let the office staff know as soon as possible so arrangements can be made.
- **Reception:** The Caring Network can prepare a simple reception to follow the service. This reception will include coffee, tea, and cookies for up to 100 guests (*free of charge*) —please contact the church office in order to make this request of the Caring Network. If more than 100 people are expected to attend the reception, the family should make arrangements for catering/food and drink.
- **Guest Book:** Many families provide a guest book (or maybe two for a large service) to record the names of those who attend. We can provide a podium in the Sanctuary and/or Fellowship Hall for this book. Please let us know your wishes in advance.
- **Receiving Line:** If you would like to have a traditional receiving line for guests to greet the family, please ask the church staff for the best location, which depends on the expected number of guests and whether you are having a reception at the church.
- **Facility Support:** A staff person will be on site to assist with set-up, clean-up, and parking (*the church covers their fee*). If more than 100 people are expected to attend, we can make arrangements to use an adjacent parking lot and direct traffic there.
- **Flowers:** The family should make their own arrangements with a florist. The church office can provide suggestions for local florists. Please let the office staff know from where the flowers will be coming (e.g. from various individuals, from florists, etc.)

- **Photo displays:** We have a variety of small and large easels to help display photos of your loved one. All photos should be provided in a frame, or with a hard backing to be propped in an easel. We encourage you to set this up in advance, perhaps the day before, but certainly no later than one hour before the service starts.
- **Slide show:** We have a projector in the Sanctuary, Parlor, and Fellowship Hall where a slide show can be shown. Please discuss this with the office staff if you are interested. The preferred format is to provide your slides in Google Slides, or on a flash drive in MS Powerpoint.
- **Live Streaming:** If you are interested in live streaming for family and friends who are unable to attend the memorial, talk with the minister to see if it can be arranged.
- **Memorial Garden:** The church maintains a lovely Memorial Garden where the ashes of members or those closely connected to the church may be interred. The minister will be present for the interment; please discuss this with the minister if you are interested. *(There is a \$60 interment fee.)* A plaque memorializing members (or those closely connected) may be placed on the wall behind the church, whether cremains are interred here or not. *(The fee for the plaque is set by the monument company, and is typically about \$300.)*

*We would like to make this difficult time go as smoothly as possible for the family—
Please call if you have any questions or need assistance.*

* Immediate family members include children (whether they are minors or adults), partners/spouses, and parents. For other family members such as siblings or in-laws, a church member may rent the church for a 50% discounted rate. The member would have to provide their own reception, pay the cost for church staff to provide facility support, and pay the minister his/her standard honorarium, if the minister is available.