



Memorial Service Guide

I am the resurrection and the life.
Those who believe in me, even though they die, will live.
(John 11:25)



FEDERATED CHURCH
United Church of Christ
An Open and Affirming Congregation

A Message from the Pastors

The death of a loved one is one of the most difficult experiences we will face in life. We trust in the promise of God's abiding presence, and we hope in the resurrection, but we are nonetheless left with the deep pain and grief of loss.

After notifying the church, you will be put in contact with the pastor who will officiate at the ceremony. Together you will arrange for a time and place for the Memorial Service, as well as the graveside service if desired. The pastors at Federated Church are here to help you bear the pain of loss. Know that our prayers are with you, and that we will do all we can to make the service meaningful and healing.

Memorial Ministry at Federated Church

The Federated community is here to help support you in the journey, as well. Our Memorial Ministry has been created as a team of people that provides both spiritual and practical help to families who are experiencing the loss of a loved one. This ministry helps in a variety of ways:

Hosts - Memorial hosts serve before, during, and after the Memorial Service. Our Pastoral Care Administrator will put you in touch with the team leader. That person will arrange for a team of ushers and greeters to assist at the entrances and narthex. They will also coordinate volunteers to assist before and during any reception held at Bell Street or at the Family Life Center.

Companions - Church members who have been trained to help in situations of bereavement *may be available* to come to your home should you need someone there to accept deliveries, stay at the house during periods that the family will be away at services, or meet other needs that may arise through the day of the Memorial Service.

Other services - Our Angel Food Ministry *may be available* to prepare and deliver meals to the family home during the days leading up to the Memorial Service.

Our Pastoral Care Administrator coordinates between the pastors and the ministry team so that this process will be as straightforward and worry-free as possible for you.

Venues for the Ceremony

There are several places at Federated Church where Memorial Services are ordinarily performed: the Sanctuary and the Chapel at 76 Bell St., Chagrin Falls, and the Family Life Center and the Norling Prayer & Memorial Gardens on Rt. 306 in Bainbridge.

The Sanctuary - The Sanctuary is equipped with a pipe organ and a grand piano and seats 350 people on the main floor and 150 in the balcony.

The Chapel - The Chapel is equipped with a pipe organ, a console piano and an electric piano and is especially appropriate for smaller gatherings. It seats approximately 120 people.

The Family Life Center - The Family Life Center has a Hearth Room and a Chapel that can accommodate a small ceremony of up to 50 people. Contact the church to discuss options. There is also a Great Room available for a large Memorial Service. Any of these venues can be used in conjunction with the Norling Prayer & Memorial Gardens and Labyrinth, if the family desires the scattering of ashes. (See page 7).

The Officiating Clergy

It is customary and preferred that one of the Federated Church pastors officiate at any Memorial in our Church or at the Family Life Center. If there is a desire to have a relative or close friend of the family assist at the ceremony, the officiating pastor from Federated Church should be consulted before arrangements are made with the guest minister. The invitation to assist at the ceremony should also be extended by one of the Federated Church pastors.

The Organist

It is customary and preferred that you use the Federated Church organist to play at the service. It is necessary for you to confirm the date with our Pastoral Care Administrator. If our organist is unavailable to play, our Pastoral Care Administrator will find a suitable substitute for you. As a general rule, we do not allow recorded music to be played at the Memorial Service.

Pre-Service Planning

The officiating pastor will want to meet with the family to plan the service, and get to know the family and reflect on the deceased loved one. An appointment should be made by contacting the officiating pastor directly. If you would like to reflect on possible hymns and scripture verses to be used, please consider those listed below.

Scriptures

The officiating pastor will talk with you about scriptures to be used for the service. Here are some suggestions which may be meaningful to you and your family:

Old Testament:

Psalm 23

Psalm 27:7-14

Psalm 42

Psalm 46

Psalm 90:1-4, 12-17

Psalm 121

Psalm 130

Psalm 139:1-18, 23-24

Job 19:25-27

Isaiah 25:6-9

Lamentations 3:22-26, 31-33

Ecclesiastes 3:1-14

Epistles:

1 John 3

Philippians 4:8

Romans 8:9-11, 31-39

1 Corinthians 1:18-30

1 Corinthians 13

1 Corinthians 15:12-20

2 Corinthians 4:7-11, 16

2 Corinthians 5:1-5

Ephesians 3:14-21

1 Thessalonians 4:13-18

2 Timothy 1:8-13

Revelation 21:1-6

Gospels:

Matthew 5:3-10

Matthew 11:28-30

Luke 23:33, 39-43

John 6:37-40

John 11:17-27

John 12:24-26

John 14:1-3, 18-19, 25-27

Music

A Memorial Service held in a church is a Christian worship service. Therefore, the music used during the service should be appropriate and in keeping with the standards of our church. The officiating pastor will collaborate with the family to select the music for the service.

Some hymns that are typically used are listed here. Please note that these are suggestions, and that other appropriate songs and hymns may be used. The numbers listed are the page numbers in our hymnal, the *Chalice Hymnal*.

Abide with Me	636
Amazing Grace!	546
Be Thou My Vision	595
Because He Lives	562
Blessed Assurance	543
For All the Saints	637
God Is My Shepherd	79
Great Is Thy Faithfulness	86
How Blest Are They Who Trust in Christ	646
How Great Thou Art	33
I Was There to Hear Your Morning Cry	75
I Know That My Redeemer Liveth	225
In the Bulb There Is a Flower	638
In the Garden	227
It Is Well with My Soul	561
Joyful, Joyful, We Adore Thee	2
Let Hope and Sorrow Now Unite	639
My Shepherd, You Supply My Need	80
My Hope Is Built	537
Nearer, My God, to Thee	577
O God, Our Help in Ages Past	67
On Eagle's Wings	77
Precious Lord, Take My Hand	628
Softly and Tenderly	340
Swing Low, Sweet Chariot	643
There Is a Balm in Gilead	501
The Lord's My Shepherd	78
The Old Rugged Cross	548
What a Friend We Have in Jesus	585

Floral Arrangements

In the Chapel - The Chapel is simple, intimate and beautiful. A floral arrangement on the altar adds beauty to the service. The floral arrangement should not extend higher than the horizontal portion of the cross on the altar which is thirty inches.

In the Sanctuary - The Sanctuary has a more spacious altar than the Chapel and a higher cross. The altar floral arrangement should not extend higher than the horizontal portion of the cross which is four feet.

General Information - It is the responsibility of the family to order flowers for any service at the church. You are welcome to take these at the end of the service or, if desired, we offer a ministry that will rearrange the flowers and deliver them to people who are homebound.

Additional Information

If the family wishes to display a picture or memorabilia at the service, it must be appropriate. Please discuss this with the pastor.

Pews are roped off for close family members. Please let the Pastoral Care Administrator know how many people will be sitting in these reserved pews, so we can rope off an appropriate number.

Six copies of the audio CD of the service will be made and given to the family immediately following the service at no cost.

Many times a funeral home will provide a guest book. However, if you would like one from the church, we can arrange this. In most cases, a guest book is placed outside the room where the service will be held and moved to the reception area (if at the church) after the service starts.

Receptions at the Church

Smaller receptions (25-60) are frequently held in the Lounge, and larger receptions (60-200) are usually in Fellowship Hall. If a larger space is desired, a reception can be held at the Family Life Center, 16349 Chillicothe Rd. (Rt. 306 in Bainbridge Township.)

The church provides long tables for serving as well as round tables for guest seating. Burgundy fabric tablecloths are available.

The church can provide additional long tables and easels for photographs and other memorabilia.

The church provides coffee, tea, punch, cups, napkins, etc. The Memorial Food Ministry of Federated is able to provide 12 dozen cookies or baked goods if desired, free of charge. If you would like to provide something more substantial at the reception, a list of some companies that will deliver to the church follows. These are merely suggestions, and, of course you are free to find a caterer of your choice:

Yours Truly Restaurant (fruit & cheese trays, sandwiches and wraps) 440.247.3232

Trifles Catering (finger sandwiches, dessert trays and fruit trays, warm and cold entrees, full service catering) 440.247.8595

Kater to You (full service personalized catering) 440.543.4463, Kate Adler's (owner) cell 216.402.7159.

Scattering of Ashes at the Prayer & Memorial Gardens

Ashes may be scattered in the Norling Prayer & Memorial Gardens. A gift equivalent to the price of a Memorial Stone is requested prior to the scattering of ashes. This gift can be made at any time during the life of the deceased or just prior to the service for scattering of ashes. Scattering of human ashes is permitted in the garden area only, not on the water or the Labyrinth. Ashes may not be stored in urns, special vessels or any container either above or below ground. Pet ashes are not permitted in the Gardens; they may be scattered on the Nature Trail.

Installation of Memorial Stones - Memorial Stones will be installed after the frost, when sufficient quantities are obtained for engraving.

Special Requests - The Senior Pastor and the Moderator of Federated Church may consider situations or requests not covered by these rules and guidelines or minor variations from these rules. Their unanimous agreement will govern what action is taken or denied. No one for lack of funds will ever be denied the opportunity to scatter ashes.

Fees

There are various fees associated with a Memorial Service and reception at Federated Church. Please contact the Pastoral Care Administrator for information. Please know that inability to pay does not preclude you from having a ceremony or reception at the church. Discuss any circumstances with the Pastor or the Pastoral Care Administrator.

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