



## **A SERVICE OF WITNESS TO THE RESURRECTION**

A guide to planning a memorial service

### ***A Letter from the Pastors***

We are humbled that you are considering having your memorial service at University Place Presbyterian Church. We have put together some information that we believe will be helpful to you in your planning.

We are privileged to walk with you in this major life passage, and as such, you have certain expectations from us. You can expect professional, caring service from our pastoral staff and those involved in the memorial process. You can expect clean and prepared facilities for the memorial service. You can expect an inviting place where you and the ones you love will celebrate and mark the remembrance of your loved one's life before joining our heavenly father.

We believe the memorial is not an event but an act of worship in God's presence as your loved one is celebrated in their union with our Lord, Jesus Christ. We are here to offer support in every detail from event planning to counseling you through the grieving process.

This document contains much information you will find helpful. It is our utmost desire that during the memorial service you will simply show up and revel in the celebration and remembrance of all that is taking place, confident that the pastors, staff and volunteers working have everything covered so you do not need to worry about a thing. We are at your service.

You may be planning the service with your loved one. Learning about their wishes for their memorial is a wonderful gift you can give to them. If this is the case, please see pages 6-8 to use in your discussion.

Blessings to you and your family,

*Rev. Aaron Stewart, Senior Pastor; Rev. Mike Moffitt, Associate Pastor;*

*Rev. Martha Greene, Parish Associate*

### ***Purpose of a Memorial***

Memorial services have a long history in our Christian culture. People gather after the death of a loved one for at least three reasons. While these reasons may be expressed differently in each service, they remain essential to a Christian memorial service.

First, they come to remember and celebrate the person's life. Every human being leaves some kind of legacy. Our loved one's family and friends gather to remember the unique life and stories of the deceased. It is very appropriate to have one, two or three people speak a short word of remembrance on behalf of family or friends. Our pastors encourage those who speak to write their remarks down in case the reader becomes emotional; this allows the pastors to finish the reading on their behalf.



Second, people gather to say goodbye. This is often painful, but the public expression of sorrow often helps family and friends bring closure to the person remembered. The memorial service is one of the first steps in the healing process of grief.

Third, people gather to renew and strengthen their faith in God's love, expressed to us in the death and resurrection of Jesus Christ. As Christians, we know that the grave is not the final word. Jesus and his promise of the resurrection give us the hope that someday all God's children will be united around God's heavenly throne.

A service for the Witness of the Resurrection can be held at the church or funeral home. A brief graveside memorial can also be conducted.

### ***Memorial Service Policies***

- Memorial services may be scheduled for members or non-members.
- With regard to scheduling, memorial services take priority over other events at the church, unless there is a major conflict such as a wedding, concert, etc. Our staff will work with you to determine the best time.
- We ordinarily do not have services on Saturdays due to staffing. Arrangements can be made in consultation with Senior Pastor if necessary.
- Pastors are available to officiate services held at funeral homes, although they prefer the church setting.

### ***Memorial Scheduling***

- A family member should contact the Minister of Care to discuss preliminary arrangements AND to schedule an appointment with a pastor to discuss details of the service. Services are held in the Sanctuary or the Chapel (for services of 75 or fewer people).
- It is preferable for the family to speak with the Minister of Care before planning with the funeral home.

### ***Order of Service***

The pastor will meet with the family to discuss the content of the service. Details to consider include: scripture, music, special readings, eulogies and meditation. Some suggestions follow to assist you in planning the service.

### ***Bulletin***

UPPC will produce a printed bulletin for the service unless otherwise arranged. The bulletin will be personalized, and the family should discuss details with the pastor and/or Minister of Care.



## **Scripture Readings**

Biblical lessons from the Old and New Testament will be shared. While the officiating pastor ordinarily reads scripture, it may be read by a family member or friend. An individual may read a Psalm or the family may choose to have the congregation read it, either responsively or in unison. Some commonly used scriptures include:

### *Psalms*

Psalm 23, Psalm 46, Psalm 84, Psalm 90, Psalm 103, Psalm 121

### *Gospels*

Matthew 11:25-30, Matthew 25:1-13, John 5:24-29, John 6:35-40, John 11:25-27, John 12:23-26, John 14:1-7

### *New Testament*

Romans 5:1-11, Romans 8:31-35, I Corinthians 15:12-26, I Corinthians 15:51-57, Revelation 21:1-7  
(See Pastor for other suggestions)

### *Non-Scriptural Readings*

Some families wish to supplement scripture readings with a poem or other meditative writings. These writings should be consistent with our Christian tradition and decorum of the service. These readings are to be approved by the pastor.

## **Music**

The family may wish to incorporate congregational hymns, praise songs, solos, and/or instrumentals into the service. Our staff will work with you to accommodate your preference and styles as nearly as possible – though the pastor and Minister of Worship must determine feasibility and appropriateness for the setting.

- A sound and light technician will be employed for every memorial held in the Sanctuary to monitor sound equipment, microphones and lights.
- If you wish to play personal CDs or DVDs for any reason, please advise the Minister of Care as soon as possible to ensure that our technician has adequate time to weave it into the service.
- Each service held in the Sanctuary is recorded and copies are available for the family.
- UPPC will ordinarily provide an organist or pianist. Only musicians approved by UPPC may play the organ. The Minister of Care can arrange for musicians or vocalists upon request and make other musical arrangements.

## **Commonly Sung Hymns**

*Amazing Grace, Beautiful Savior, Blessed Assurance, Fairest Lord Jesus, Great is Thy Faithfulness  
How Great Thou Art, It is Well With My Soul, Just a Closer Walk with Thee, Softly and Tenderly, The Old Rugged Cross*



## **Commonly Requested Solos**

*The Lord's Prayer, On Eagle's Wings*

## **Video Remembrance**

- Please make sure your slideshow is on a USB flash drive. We would love to receive it a day ahead of the memorial service to make sure of compatibility.
- Please include 3 seconds of black with no audio at the beginning of the video and 5 seconds of black with no audio at the end of the video.
- Please aim for a total running time for the video of 3 to 5 minutes.
- Please do not put a music track under your title menu.
- Please be mindful of the visibility of any text you overlay during the video. We recommend bold large white text with a black stroke (outline).
- If producing a picture slideshow, we recommend aiming for around 4 seconds per slide.
- Please make sure all audio is clean and does not include profanity or vulgarity.
- Please be mindful that your video is for a worship service at the end of the day.
- Any questions? Please email Dan Konicek at [dkonicek@uppc.org](mailto:dkonicek@uppc.org).

UPPC provides an audio recording of the service when held in the Sanctuary and will make copies for the family. UPPC does not provide videotaping, but personal videotaping may be done in the sound booth.

## ***Day of Service***

The Minister of Care will be available one hour prior to the service to assist the family. Setup includes the following items:

- Card Basket
- Podium for guest book (guest book provided by UPPC unless specified)
- Our Music Room or Gym (depending on size) to gather with the immediate family approximately 15 minutes before the service begins. After prayer, the pastor will lead the family into the Sanctuary.

## **Flowers**

We know that the gift of flowers plays a major role in the offering of a memorial service. UPPC is grateful to all families that donate their floral arrangements to the church for the purpose of use on Sunday morning. You may see them throughout the building.

Florists UPPC recommend:

- Crane's Creations: 584-1400
- Brown's Florist: 472-3361
- Blitz & Co.: 572-2327



**Memorial Donations**

Many families prefer donations to various UPPC ministries or other community agencies in lieu of flowers. They can be listed in the bulletin.

**Reception**

The Memorial Reception Team hosts a reception following the service in our Fellowship Hall, Wayside Cafe or Gym (depending on size). The menu consists of cookies, punch and coffee. This is a time of fellowship and celebration. A picture table is available to display photos and memories of your loved one.

**Fees and Honorariums** One check can cover most fees. Please make a check payable to UPPC.

Sanctuary service with reception: \$384.00.	Chapel service with reception: \$334	Suggested Honorariums (the pastor and soloist are paid individually):
Organist: \$135.00 Sound Technician: \$50.00 Minister of Care: \$100 Dishwasher: \$19.00 Custodian: \$35.00 Linens: \$45.00	Pianist: \$135.00 Minister of Care: \$100 Dishwasher: \$19.00 Custodian: \$35.00 Linens: \$45.00	Pastor: \$150.00 Soloist: \$50.00

**Grief Journey**

The death of a loved one inaugurates our grief journey. While grief is a natural part of the human experience, we often try to ignore or hasten our grief work.

The events surrounding the memorial and burial can be a good start for the journey, but rarely do they mark the final destination. UPPC offers companions for this journey – and you may wish to take advantage of some or all of these options:

- Scheduled visit with a pastor
- Participation in a Grief Support Group

Please talk with the pastor or a staff member to learn more about these options and others like them.

**To begin planning for a service, contact:**

Jill McMullen | Minister of Care and Welcome & Connect  
253.564.2522 ext. 139 | [jmcmullen@uppc.org](mailto:jmcmullen@uppc.org)