

Planning a Memorial Service

For EUUC Members

**Edmonds
Unitarian Universalist
Congregation**



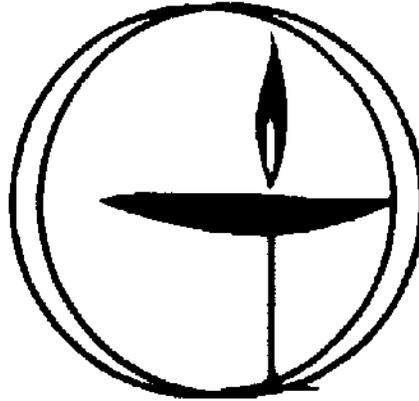
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∞ Planning a Memorial Service ∞

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∞ **Mission Statement** ∞

Gathering Together
Nurturing the Spirit
Living Our Vision of a Just and Sustainable World



∞ **Unitarian Universalist Principles** ∞

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- ❖ The inherent worth and dignity of every person
- ❖ Justice, equity, and compassion in human relations
- ❖ Acceptance of one another and encouragement to spiritual growth in our congregations
- ❖ A free and responsible search for truth and meaning
- ❖ The right of conscience and the use of the democratic process within our congregations and in society at large
- ❖ The goal of world community with peace, liberty, and justice for all
- ❖ Respect for the interdependent web of all existence of which we are a part

∞ *Planning a Memorial Service* ∞

∞ **General Information** ∞

Edmonds Unitarian Universalist Congregation (EUUC) is pleased to make its facilities available to members for memorial services and funerals. This guide is intended to help you plan the service and reception and to familiarize you with church practices.

Rituals mark the important events of our lives. One of the most important of these rituals is to mark the end of a person's life.

Memorial services and funerals in the Unitarian Universalist tradition celebrate the life of the person who has died. The memorial service is held anywhere from a few days after a death to four to six weeks or even a year or more. At a funeral, the body of the deceased is present, and the service is usually held just a few days after a death.

The central part of a service is the eulogy, where stories of a person's life are told. This may include date of birth and death, survivors, significant life events and accomplishments, and themes from a person's life. Often the eulogy is followed by two to four brief remembrances from family members, work colleagues, and friends. Other elements of the service may include music, hymns, and readings.

The minister who is officiating at the service is responsible for its order and content. Input from the family is necessary and welcome, but the minister has the final responsibility for the service. It is important for family members to be able to grieve and participate in the service and not be in the position of worrying about all the details of the service.

∞ **Music** ∞

Music is an important part of a memorial service and EUUC has people available to perform and be of assistance in making musical preparations. For special requests, we maintain a list of musicians. Fees should be arranged in advance.

∞ *Planning a Memorial Service* ∞

∞ *Facilities* ∞

Chapman Hall Sanctuary: This is the Sunday worship space for our congregation. The sanctuary seats 200 people (less in COVID times – check with the Congregational Administrator for these rapidly changing capacities). Fire code prohibits extra chairs in Chapman Hall, however additional seating in the Narthex is possible. Closed circuit TV is also possible for better viewing of the service.

The Friarplace: This room provides an intimate setting with a gas fireplace for small memorial services of twenty or fewer people (less in COVID times – check with the Congregational Administrator for these rapidly changing capacities).

Rooms 1 & 2: These rooms are down the hall from Chapman Hall and can serve as quiet rooms for the family prior to the service, or for food service for a reception. (In COVID times – check with the Congregational Administrator for these rapidly changing capacities)

All rooms are wheelchair accessible.

∞ *Receptions* ∞

While we are still observing some aspects of COVID restrictions, food and beverage are not to be served inside the building. Once these restrictions are lifted, we may return to allowing receptions inside the building.

The Congregational Administrator will assist with:

- ❖ Familiarizing the family with facilities
- ❖ Assisting the family by suggesting room arrangements
- ❖ Providing information about EUUC policies
- ❖ Helping the family understand their responsibilities for the proper use of church equipment and facilities
- ❖ Contacting an EUUC event coordinator.

One page of this brochure contains the Best Practices at EUUC regarding disposal of refuse and recycling.

∞ *Planning a Memorial Service* ∞

∞ **Arrival Time** ∞

Please instruct all memorial participants to be at the church *at least 30 minutes* before the service.

∞ **Flowers** ∞

Preferably, flowers will be delivered at least an hour prior to the memorial service. Please call the office (425.778.0373) to arrange the delivery.

∞ **Parking** ∞

There is a large parking lot on church property available for your guests. The upper lot has 6 spaces and the lower main lot has 105 spaces, including 4 handicap designated spaces.

∞ *Planning a Memorial Service* ∞

∞ *Fees* ∞

We do not expect to make money for the Congregation on memorial services. However, we do need to provide maintenance funds for the wear and tear on the buildings. For members of the Congregation, there are no building rental fees. A member of EUUC is defined as a person who has signed the membership book and has financially contributed during the past year or during the current year if it is the first year of membership. Immediate family of long-standing members (five years or more) will be charged the member rate.

All members and friends are expected to pay for staff time contributed to memorial services (see the list below under Fee Schedule for Members. All fees must be paid to the Administrator prior to or on the day of the service. All fees are subject to change without notice.

Financial responsibility for any damage to Congregation property sustained during the use of the facilities by anyone involved is the sole responsibility of the family.

Fee Schedule for Members:

There is no space rental fee for members for memorial services, and there is no charge for the time spent by the Senior Minister for a Member memorial service.

\$350 A donation to the Minister's Discretionary Fund is requested, but not required.

\$425 fee for the memorial service, includes any or all of the following services:

- Pianist
- Sound technician
- Custodial services
- Sexton
- Carpet Cleaning
- Administrative time

\$75 Additional Fee for vocal soloist or choral work

If these fees do not fit your budget please let us know what you can contribute and we will cover the remainder from the Ministers Discretionary Fund.

∞ *Contacts* ∞

Minister, Rev. Eric Kaminetzky 425.778.0373
Congregational Administrator, Susan Senft 425.778.0373

∞ Planning a Memorial Service ∞

∞ Scheduling a Memorial Service ∞

Contact the Administrator to schedule the service and reserve the rooms you will need. The Administrator will provide additional information, including applicable Congregation policies and procedures. The minister or person conducting the service will ask you to fill out a form about the person's life. Please indicate if you would like to have a [pulpit announcement](#) made prior the date and time of the service.

For Completion by the Family

Please insert names of those taking responsibility

Family member contact person _____

Telephone _____ Email _____

Hostess/Host of reception _____

Telephone _____ Email _____

Schedule date/time with Minister _____ Schedule date/time with office _____

Order of Service layout & printing _____

Ushers:

Ushers front door _____ Chapman Hall _____

Rope off back rows _____

Rope off front 2 middle rows for the family. Remove rope just before service begins _____

Leave a dozen Orders of Service on the family chairs _____

Put a pitcher of water and glasses at the lectern (and let each speaker know it is there) _____

Organizers:

Guestbook host and basket for cards _____

Set up of photo displays, flowers, guestbook @ (time) _____ and (day) _____

Flower manage _____

Flower box outside of kitchen door _____

Sound system technician _____ Make CD for church and one for family _____

Video streaming technician _____

Parking managers _____

Set up of tables and chairs @ (time) _____ and (day) _____

Tables needed _____

Chairs needed (maximum of 200 in Chapman Hall) _____

Childcare manager _____

∞ Planning a Memorial Service ∞

Minister's Information for Memorial Service

Name of deceased _____

Name of family member (contact person) _____

Date of Service _____

Location and time _____

Officiating Minister _____

Music planned _____

Reception hostess and location _____

Information for Eulogy Preparation

Deceased's Date of Birth _____ Place of birth _____

Father's name _____ Mother's name _____

Spouse's name _____ Date of marriage _____

Place of marriage _____

Children's names and years of birth _____

Brothers and sisters _____

Education (school, year, date) _____

Occupation (s) and employment _____

Military Service (years and rank) _____

Organizations and membership _____

Awards, honors, special achievements _____

EUUC involvement _____

Other information _____

∞ Planning a Memorial Service ∞

EUUC Memorial Committee Information for Memorial Album:

Full name _____

Date of Birth _____

Date of Death _____

Place of Birth _____

Place of Death _____

Biographical info: where they grew up, schooling, when they came to this area _____

Employment _____

Marriage _____

Children _____

Hobbies favorite activities _____

When and how involved in our church _____

Main activities at church _____

Obituary notice or memorial bio from service _____

Other information: will ashes be scattered in the EUUC Memorial Garden?

Please provide several photos/snapshots for the memorial album (we will make copies and return to you) _____

Contact person for questions _____ phone _____