

MEMORIAL SERVICE GUIDELINES

SEQUOYAH HILLS PRESBYTERIAN CHURCH

Thank you for giving us the privilege of sharing in some small way in the loss of your loved one, as well as the privilege of celebrating his or her life. What we will share together in the Sanctuary or the Chapel is a “Service of Witness to the Resurrection,” in that we are giving thanks to God for the gift of life and his promise of everlasting life. Jesus said, “I am the Resurrection and the Life. Those who believe in me, though they die, yet shall they live. And whoever lives and believes in me shall never die.” (John 11:25-26)

Jesus also said, “In my Father’s house are many dwelling places. If it were not so would I have told you that I go to prepare a place for you? (John 14:2)

And at the end of the beautiful 23rd Psalm, David proclaims, “And I shall dwell in the house of the Lord forever.” May the comfort of our Lord be with you at this tender time. This is our prayer.

Please reach out to Rev. Rachel Hamburger (522-9804 or rhamburger@sequoyahchurch.org) to begin the process of planning a memorial service.

Guidelines:

- 1) The pastor for Congregational Care will coordinate with the office manager the date and time of the service with you the family, the officiating pastor, the church calendar and the funeral home.

- 2) The officiating pastor will meet with you to plan memorial service. The following information is needed:
 - Decide on Sanctuary or Chapel (when more than one hundred (100) guests are expected, the sanctuary is more suitable)
 - Full name to be printed in bulletin
 - Date of birth
 - Date of death
 - Hymns—two or three should be selected
 - Do you want any special music for prelude/postlude? (see below for music information)
 - Do you want a soloist?
 - Will you be requesting that anyone other than the pastor(s) speak during the service? (see below for details)
 - Are there any special Scripture readings the family wants read during Old Testament and/or New Testament reading?
 - Will you receive friends at the church following the service?
 - How many family members will attend service (so that pews can be reserved)?

- What is the name/address of the person (or people) to whom memorial acknowledgements should be sent?
- 3) Your family has the option of having a flower arrangement sent to the church for the service, at your family's expense. *We suggest Abloom Florist #588-7384 / 1-800-869-6741. They are familiar with Sanctuary & Chapel.*
- 4) The Office Manager will coordinate the following:
- Organist/Pianist
 - Soloist (or any special musicians) if applicable
 - Memorial Reception Committee Chair (for reception)
 - Ushers
 - A guest register (if no funeral home assisting).

Music:

In that this is a Service of Witness to the Resurrection, giving thanks to God and celebrating the life of your loved one, the music during the worship will be sacred music which points to God. The reception or other gatherings would be an appropriate place for more secular music. All music in the service needs to be approved by the officiating pastor and the organist.

Special Speakers:

Any guest speakers during the memorial service need to be approved by the officiating pastor.

Military Funeral Honors:

You may wish to honor your loved one in this way, and these honors can be given at the gravesite.

Recording of the Service:

If a recording of the service is requested, an attempt will be made to secure a sound technician.

Again, it is a privilege for us to host your family and friends in this celebration of your loved one's life, and we want to do everything we can to make this a deeply comforting time for you.

In Christ's love.