



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. Harlan Shoop, Pastor Emeritus

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 a pastor before planning with the funeral home.
- In most cases, the Funeral Director will communicate directly with the church office when making arrangements for pastoral services and reserving dates, times and space at UPPC. When a funeral home is not involved in the arrangements, the family should speak directly with the Minister of Care.

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 pastor's representative.



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 Reid Benson at rbenson@uppc.org.

UPPC provides an audio recording of the service 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 Library 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 in the Gym during coffee fellowship, in the narthex or in the main entrances of the church.

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 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 (May vary depending on location of service)

One check can cover most fees. Please make a check payable to UPPC for the below amount, \$384.00.	Suggested Honorariums (the pastor and soloist are paid individually):
Organist: \$135.00 Sound Technician: \$35.00 Media Equipment Use: \$15.00 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
- A relationship with a Stephen Minister
- 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 Evangelism
253.564.2522 ext. 139 | jmcmullen@uppc.org



LIFE INVENTORY FORM

NAME _____
First Middle Maiden Last

IN EMERGENCY OR DEATH, PLEASE NOTIFY THE FOLLOWING:

NAME	RELATIONSHIP	ADDRESS/PHONE

CURRENT ADDRESS _____
Street City State Zip

LENGTH OF RESIDENCE AT THIS ADDRESS _____

HOME PHONE _____

BIRTH DATE _____ BIRTHPLACE _____
City State

MARITAL STATUS: ___ SINGLE ___ MARRIED ___ DIVORCED ___ WIDOWED

DATE OF DIVORCE, IF APPLICABLE _____

MARRIAGE DATE _____ PLACE _____
City State/Country

FATHER'S NAME _____ BIRTHPLACE _____

IF LIVING: ADDRESS _____ PHONE _____

IF DECEASED: YEAR OF DEATH _____

MOTHER'S MAIDEN NAME _____ BIRTHPLACE _____

IF LIVING: ADDRESS _____ PHONE _____

IF DECEASED: YEAR OF DEATH _____

NEXT OF KIN BESIDES SPOUSE/PARENTS/CHILDREN/BROTHERS/SISTERS, ETC.:

NAME	RELATIONSHIP	ADDRESS/PHONE



PREFERENCES FOR SERVICES

THE FOLLOWING REPRESENT MY PREFERENCES. HOWEVER, I UNDERSTAND THAT SERVICES ARE HELD NOT ONLY TO HONOR THE DECEASED BUT ALSO TO COMFORT THE LIVING AND THAT MY FAMILY'S WISHER WILL ALSO BE IMPORTANT IN PLANNING MY SERVICES.

IN THE EVENT OF MY DEATH, PLEASE NOTIFY THE FOLLOWING MORTUARY:

I PREFER:

FUNERAL AT CHURCH
(Body present)

MEMORIAL SERVICE AT CHURCH
(Body not present)

NAME OF CHURCH _____

ADDRESS _____

FUNERAL AT MORTUARY
(Body present)

MEMORIAL SERVICE AT MORTUARY
(Body not present)

NAME OF MORTUARY _____

ADDRESS _____

INTERMENT AT CEMETERY

NAME OF CEMETARY _____

ADDRESS _____

PLOT NUMBER _____ LOCATION _____

CREMATION

I WOULD LIKE THE FOLLOWING DONE WITH MY ASHES:

IF POSSIBLE, I WOULD LIKE THE FOLLOWING PASTOR TO OFFICIATE AT MY SERVICES:

NAME _____

ADDRESS & PHONE IF NOT AT UNIVERSITY PLACE PRESBYTERIAN CHURCH:

I DO NOT WISH MY BODY TO BE VIEWED

I WISH MY BODY TO BE VIEWED: AT THE CHURCH AT THE MORTUARY DURING VISITATION

I HAVE MADE THE FOLLOWING ARRANGEMENTS FOR ORGAN AND/OR BODY DONATION:



IF POSSIBLE, I WOULD LIKE THE FOLLOWING AT MY SERVICES:

FAVORITE HYMNS:

SPECIAL MUSIC:

SINGER OR OTHER MUSICIAN(S):

FAVORITE SCRIPTURES:

PERSON(S) TO DELIVER EULOGY:

OTHER:

SHOULD ANYONE CARE TO DESIGNATE A GIFT IN MY MEMORY, I PREFER THAT IT BE GIVEN TO (EXAMPLES: CHURCH, HEART FUND, CANCER FUND, FAVORITE CHARITY):

OTHER INFORMATION WHICH MIGHT BE HELPFUL FOR USE IN AN OBITUARY, PLANNING OF THE SERVICE OR TO SUMMARIZE WHAT HAS GIVEN MEANING AND PURPOSE TO MY LIFE:

I UNDERSTAND THAT THIS INFORMATION WILL BE CONFIDENTIALLY KEPT ON FILE IN THE CHURCH OFFICE. I UNDERSTAND THAT THE INFORMATION ON THIS FORM IS NEITHER LEGALLY NOR MORALLY BINDING AND THAT I MAY CHANGE THIS INFORMATION AT ANY TIME.

SIGNATURE _____ DATE _____

SOMETIME I WOULD LIKE TO DISCUSS MY PREFERENCES WITH A PASTOR: YES NO

Please make a copy of this form for yourself before returning it to the church office. You may also wish to give copies to a family member, friend, funeral director, legal or financial advisor.