



first community

where everyone is accepted

All funeral or memorial service inquiries are to be directed through the Pastoral Care office by contacting **Jane Torbica**, jtorbica@FCchurch.com or **614-488-0681, ex. 235**. We will set up a planning meeting with your choice of pastor and have the date, location, and time verified with the church.

Included is a list of questions to discuss with your family, a list of fees, and some musical options to consider.

1. Is there a specific Pastor you would like to ask to preside?
2. Is there a graveside burial or interment service planned for the same day?
 - a. If so, where? What time?
3. Are you planning on interring ashes in the Columbarium at FC-North or Memorial Garden at FC-South? Pam Jameson, Facilities Director, can assist you with those details. pjameson@FCchurch.com 614-488-0681, ex.232
4. Will there be a funeral home present? If so, please provide contact information.
5. Will there be a casket or urn present at the service?
6. Traditionally, scripture is read at a memorial service. Which scripture(s) would you like? (You may also opt to have FCC clergy pick the scripture.)
 - a. Are there any other special readings you want included in the service?
7. Who will be speaking/eulogizing at the service with prepared remarks? (3-5 minutes each, 3 people or less)
8. Do you want music at the service? (List of fees below)
 - a. Typically, when you request an organist/pianist, they will play 15 minutes of a prelude preceding the service, 1 or 2 musical pieces of your choosing during the service (optional), and a 5-minute postlude following the service.
 - b. Out of respect for our musicians and the sacredness of our worship, it is our policy that all music is performed live, without pre-recorded selections or accompaniments. Our music staff will assist you in your music selections and reserves the right to refuse or assist in the hiring of additional musicians to meet your request.

9. If you are considering music, what type of music would you like?
Organ, piano, both? (For a list of suggested music choices, see below)
- a. Are there specific songs/hymns you would like?
 - b. Do you want any hymns for congregational singing? If so, what hymn(s)?
 - c. Do you have specific songs or hymns in mind for the prelude/postlude? Or would you like our organist to decide?
 - d. Do you have a special guest/family musician or singer you plan to invite to participate in the service? Will they need an accompaniment?
 - e. If you have questions and would like to discuss music possibilities further, please contact Andy Blosser, Director of Music, (ablosser@FCchurch.com)
10. Are you planning to show a slideshow at the service? If so, that will need to be sent digitally to our Technology Director, Stewart Pitchford (spitchford@FCchurch.com) at least three (3) days prior to service.
11. Would you like the service videotaped or live streamed on FChurch.com? (See list of fees)
12. What is your best guess for the number of family and friends who will be present?
13. Would you like a printed program? If so, how many total?
14. If interested in a light reception at the church, please contact the Facilities Manager, Pam Jameson (pjameson@FCchurch.com) to discuss reception possibilities.

Your **Ceremony Coordinator, Jill Fisher Tribble**, jtribble@FCchurch.com or 614-488-0681, ex. 202 will be your contact person that will coordinate the Memorial Service. She will be in contact with you prior to the service for information about the details of the service. (Parking, breakroom for families, timeline for the day, etc.)

Member Service of Memory Fees

Coordinator- \$175

Organist/Pianist- \$275

Organist/Pianist w/ Vocalist- \$300

First Community Vocalist- \$200

Technology Director- \$135 (includes 6 audio CDs)

Live-streaming/Video recording (includes DVD)- \$450

Clergy- \$300 honorarium (optional)

*Payment should be brought by the day of the service and given to Jill Fisher Tribble, Ceremony Coordinator. Payable by one check to First Community Church.

Non-Member Service of Memory Fees

South Campus Chapel- \$250

South Campus Sanctuary- \$350

North Campus Sanctuary- \$350

Coordinator- \$175

Organist/Pianist- \$275

Organist/Pianist w/Vocalist- \$300

First Community Vocalist- \$200

Technology Director- \$135 (includes 6 audio CDs)**

Live-streaming/Video recording (includes DVD)- \$450

Clergy- \$300 honorarium (optional)

*Payment should be brought by the day of the service and given to Jill Fisher Tribble, Ceremony Coordinator. Payable by one check to First Community Church.

**Audio CDs not included for services held in Burkhart Chapel.