



MEMORIAL SERVICES AND FUNERALS

Procedures, Policies & Guidelines

First Congregational Church
United Church of Christ

“Who will separate us from the love of Christ?

*Will hardship, or distress, or persecution,
or famine, or nakedness, or peril, or sword?*

No, in all these things we are more than conquerors through the one who loved us. For I am convinced that neither death, nor life, nor things present, nor things to come, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.”

Romans 8: 35-39, adapted

First Congregational Church, United Church of Christ, welcomes persons of all ages, races, national origins, gender expressions, sexual orientations, means, abilities and spiritual traditions into full participation in the life of the church. Full participation includes, but is not limited to, membership, leadership, employment, sacraments, celebrations, rites and ceremonies of marriage.



WELCOME

We at the First Congregational Church of Colorado Springs are available to assist in the planning of a Funeral (a service with a casket present) or Memorial Service (no casket present) for you or your loved one.

First Congregational Church, United Church of Christ, considers a Memorial Service / Funeral to be a service of worship within which people are given the opportunity to worship God as they cope with loss.

The Ministers and Memorial Service Coordinators of FCUCC create a service that is respectful of diverse beliefs yet grounded in the Christian tradition of our congregation. Services include hymns, the reading of scripture, words of remembering and prayer. We believe that these services are meant to aid in the healing process by offering words, images, and music of consolation and hope.

The information provided in this document will assist you in making decisions about a Memorial Service or Funeral Ceremony. We look forward to giving you the best possible guidance in planning your event.

Peace & Grace,
First Congregational Church Staff

POLICIES & PROCEDURES

Once a death has occurred, FCUCC uses the following procedures to work with the family to create a fitting Christian Memorial Service or Funeral:

First Step:

Upon the death of a family member, one of the Ministers should be notified as soon as possible. One of the Ministers and the Memorial Service Coordinator will work with you to plan a service that will honor and celebrate your loved one's life.

Memorial Service Coordinator:

The Memorial Service Coordinator coordinates all Funerals, Memorial Services, and receptions held in the church facility. The Coordinator will be responsible for scheduling the funeral services with the church facility, Ministers, and the family.

Officiating Minister:

A Minister will meet with members of the family, along with the Memorial Service Coordinator to plan the service. Family members and others may be invited to share in the service. A minister from another denomination may officiate at the service after the church's minister extends an invitation.

Music:

The Minister and the Memorial Service Coordinator will assist in selecting the most appropriate and meaningful music for the service.

- The church strongly supports the use of live music over recorded music. If recorded music is used, it must be approved by the Minister.
- It is the church's policy that the church's Organist provides the music for all services in the Sanctuary or Chapel. If the family wishes to engage the services of another Organist, a bench fee may apply.
- If requested, vocalists or instrumentalists can be arranged by the Coordinator.

Flowers & Other Decorations:

The Funeral coordinator will decorate the chancel area with delivered floral arrangements. Photographs and other meaningful memorabilia can be used in the service or reception area.

Order of Service, Guest Books & Ushers:

While Memorial folders are often provided by the funeral home, the order of service will be produced by our Minister. Guest books will be provided by the family or funeral home. The Memorial Service Coordinator will assist in coordinating guest book attendants and ushers.

Reception:

Receptions following a service can be held in the Founders' Room for additional charge. The Memorial Service Coordinator will work with the family and the Reception Coordinator to arrange a reception. See the list of Fees.

Audio/Video:

A trained Audio/Visual Technician will provide appropriate support for the ceremony. A free audio recording of the service will be provided. Video recordings must be arranged with the Memorial Service Coordinator and additional fees will apply.

Payment of Fees:

The Director of Financial Ministries will provide an invoice to the family. The Memorial Service Coordinator will distribute the fees to service personnel on your behalf. Fees are expected to be paid on the day of the service.

PLANNING RESOURCES

How do I plan my own service?

Creating your own memorial service is a gift for your family. It can also be a healing and enriching experience for you.

Where do you start?

- What has your life been about?
- What scripture, poetry or readings reflect your faith system and belief?
- What music and hymns speak of your values?
- What experiences, stories would you like your family to share at your service?
- What comforting thoughts would you like to leave for your family and friends?

Meeting with one of the ministers to plan your service ahead of time is helpful. Feel free to contact them. Some funeral homes have personal planners for services.

What should I do to start planning the service for a loved one?

- Speak to your loved one about their service as being helpful to you. Ask some of the questions listed in the left column.
- Ask about favorite memories and times of life.
- If it is not possible to talk to them about the service, then take your time in reflecting and give yourself space before coming to the planning meeting.
- Gather up any items around the person's bed, letters recently written, ideas last expressed to help in your decision making.

Remember that the service is to be healing for those who are gathered in their memory. Talk with other members of the family and listen for scripture, hymns, and music suggestions.

When you come to meet with the minister and service coordinator they will have suggestions to aid you through the process. You don't have to feel pressured to have it all worked out ahead of time. Keep in mind that the planning meeting is a process and the service will change as you work together to create an experience that speaks to all those who loved the one you are honoring. Be assured that if you have not chosen scripture or music prior to the meeting that the minister and coordinator will offer their expertise and support for selections.

Consider this process of creating a memorial service to be a time of healing for you as well.

Planning steps to take prior to death

It is helpful to have some information identified ahead of time. No two lives are alike and the process of closing out someone's life has many twists and turns. There are legal and personal decisions to be made.

Here are just a few suggestions to get you started.

- Identify funeral home to be used (talk to friends; get information from funeral homes; visit with the funeral home; ask for a list of costs and fees; don't be afraid to ask questions)
- Decide whether cremation is an option by talking with loved ones.
- Decide about burial (cemetery, at sea, eco-friendly) or other options.
- Arrange to make a living will and/or fill out Five Last Wishes (www.agingwithdignity.org)
- Begin to gather information to be used for the funeral/ memorial service as suggested above such as scripture, special music, soloists, photos, readings, poetry which can be used in the order of service.
- Most importantly, write down the results of your decisions and make sure the family knows where to find the information.

FEES

Basic Professional Services:

Officiating Minister	\$200.00
Memorial Service Coordinator	\$200.00
Organist/Pianist	\$150.00
<i>If the family wishes to engage the services of another Organist, a bench fee may apply.</i>	
Audio/Visual Technician	\$100.00 (minimum)

Additional Services:

Reception Coordinator	\$150.00
Reception Food & Supplies	\$100.00 (minimum)
Assisting Minister	\$100.00
Soloist	\$100.00
Keyboard rehearsal with Guest Soloist	\$50.00
Custodian/Administrative	\$25.00 (minimum)
CD of Service	\$30

Facility Usage:*

Sanctuary	\$250.00
Chapel	\$150.00
Founders' Room / Kitchen	\$100.00

*** No Facility Usage fee for FCC Members.**

At least one member of the immediate family must be an FCC Member who has regularly attended worship services and contributed financially to First Congregational Church during the last calendar year.

*Peace I leave with you; my peace I give to you.
I do not give to you as the world gives.
Do not let your hearts be troubled, and do
not let them be afraid.”*

— John 14: 27

FIRST CONGREGATIONAL CHURCH

We are an Open and Affirming, Just Peace congregation dedicated to offering a spiritual home to all people. We actively encourage people to love, learn and grow with us. Support for diversity in thought, in community, and in all manner of contribution is vital to our interactions with one another.

We believe that in order to deepen in faith, people must have the freedom to explore. We embody a progressive Christianity in which “God is still speaking” and we actively listen to better understand how to “do justice, love kindness, and walk humbly.” Our openness to wonder is understood both as awe and inquisitiveness.

We believe that the work of the church must influence societal structures and that by our being, we work toward creating a just world. The richness of our community-in-God inspires, transforms, and empowers us to improve the lives of others and work toward the common good. Micah 6:8 serves as our theological touchstone.

The United Church of Christ (UCC) is a distinct and diverse community of Christians that come together as one church to join faith and action. With over 5,000 churches and nearly one million members across the U.S., the UCC serves God in the co-creation of a just and sustainable world.

The UCC is a church of firsts, a church of extravagant welcome, and a church where “...they may all be one” (John 17:21).



First Congregational Church
United Church of Christ
20 East Saint Vrain Street
Colorado Springs, CO 80903
Telephone: 719.635.3549
Fax: 719.633.4715
office@fcucc.org
www.fcucc.org