

### Arriving for the Service and Parking

The family should plan to arrive at the church not later than one-half hour before the service is scheduled to begin. Parking spaces can be reserved in the south parking lot or in front of the church. If the family wishes to have a private entrance into the building, limited parking is available in the alley directly behind the church facility.

Family members and those to be seated with the family are asked to go directly to the church lounge upon arrival. It is important that they remain together until the commencement of the service.

### Selected Scripture Readings

Job 19:25-27  
Psalm 23; 46; 90:1-12; 103; 121; 139:1-12  
Proverbs 31:10-31  
Ecclesiastes 3:1-11a  
John 11:17-27; 14:1-6  
Romans 8:31-35, 37-39  
2 Corinthians 5:1-10  
Ephesians 3:14-21  
1 Thessalonians 4:13-18  
2 Timothy 4:6-8  
Hebrews 12:1-3  
Revelation 21:1-4

### Selected Hymns

A Mighty Fortress Is Our God  
All People That on Earth Do Dwell  
Amazing Grace, How Sweet the Sound  
For All the Saints  
How Firm a Foundation  
O Love That Wilt Not Let Me Go  
Our God, Our Help in Ages Past  
Praise, My Soul, the King of Heaven  
The King of Love My Shepherd Is

### MEMORIAL RECEPTION

SMCC's Board of Deacons offers a reception in Fellowship Hall after the memorial service. The deacons provide light refreshments without charge to church members. The family may choose to make a donation to the Board of Deacons for this service. For an additional charge they will order sandwiches or a meal if requested by the family. Both options are available to non-members for a fee. Flowers are not included but may be set up along with any personal photos and mementos. A list of current charges is included on the enclosed card.

The deacons package remaining food items for the family to take home.

### MEMORIAL GIFTS

Memorial gifts may be made to San Marino Community Church, the Board of Deacons, or the Foundation of San Marino Community Church. Gifts to the Foundation will be added to accounts in perpetuity unless other arrangements or designations are made. Families wishing to make special arrangements should contact either the president of the Foundation or the Senior Pastor. The church office will assist in making these contacts.



San Marino Community Church  
1750 Virginia Road, San Marino, CA 91108  
(626) 282-4181 • Fax (626) 282-4185  
www.smccpby.com • smcc@smccpby.com



## MEMORIAL SERVICE & RECEPTION

San Marino Community Church  
1750 Virginia Road, San Marino, CA 91108  
(626) 282-4181 • smcc@smccpby.com

### THE MEMORIAL SERVICE

At San Marino Community Church (SMCC), a memorial service is an opportunity to recognize the loss of loved ones and to celebrate their lives. The service, in expressing the faith of the church, is an occasion of dignity, reverence, and remembrance. The pastors carefully follow the guidelines of the Directory of Worship, a part of the Constitution of the Presbyterian Church (USA).

The Sanctuary seats approximately 500 persons, but its design works equally well for 100 or more. Christ Chapel comfortably seats up to 70 people. The Chancel, in the sanctuary, holds up to 50 persons.

### Staff

Memorial services are conducted by one of the members of SMCC's clergy staff. Other church staff may include the Organist, Soloist(s), Service Coordinator, and Custodians. The officiating minister plans the service in consultation with the family, helps with additional arrangements, and provides guidance and instruction when necessary.

## The Order of Service

A memorial service may include a variety of elements: choral and vocal music, reading of Scripture, eulogies, a meditation, and prayers. The church office can prepare a simple service

bulletin for distribution to worshipers and family. If there is a need for a complex formatting or a color photo the family will need to make other arrangements. A family member must proofread the bulletin prior to duplication.

The following is an explanation of the typical elements and order of service:

- **Organ Prelude:** The organist plays selected pieces as worshipers arrive and as the family is seated. Call to Worship and Prayer of Invocation The pastor begins the service with sentences calling the congregation to worship and then offers a brief prayer.
- **Music:** The congregation may sing a hymn or a soloist may perform.
- **Time of Remembrance:** At this point in the service individuals may offer eulogies. No more than four speakers should be included and each should prepare written comments which can be delivered in not more than three minutes.
- **Reading of Scripture:** Selected Scripture readings appropriate for a memorial service are listed in this flyer. Up to four readings may be included, depending on length. The New Revised Standard Version is used.
- **Homily/Meditation:** The meditation will be delivered by the officiating pastor. Its purpose is to declare the gospel and address the circumstance of the day.
- **Pastoral Prayer and Lord's Prayer:** The pastor offers a prayer of thanksgiving and intercession. The Lord's Prayer may be

recited by the congregation or sung as a solo.

- **Music:** The congregation may sing a hymn or a soloist may perform.
- **Benediction:** The pastor closes the service by pronouncing a blessing upon those gathered.
- **Organ Postlude:** The organist plays selected pieces as the family is escorted from the sanctuary and as worshipers are dismissed.

## Arranging for Music

San Marino Community Church's professional musicians provide all music for services. The Organist will contact the family to arrange for a soloist and make music selections. In addition to service music, arrangements can be made for music during a reception.

The Directory for Worship offers this counsel regarding congregational singing: "it is appropriate for worshipers to sing hymns, psalms, spirituals, or spiritual songs which affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of the saints." (A selection of hymns for congregational singing is included.)

Due to the nature of the service, secular songs, popular favorites (instrumental or vocal), or Top-40's hits may not be included in the service. Although personal favorites are difficult to refuse, the inclusion of such selections is contrary to the tenor of the memorial service.

## Flowers and Mementos

The family may place floral arrangements in the chancel rail flower boxes, on the retable at

the head of the chancel, and on a buffet table at the reception. Floral arrangements provided

by persons other than the family will be placed inside the entrance of the sanctuary. Flower deliveries should be coordinated with the memorial service coordinator. Florists should enter the north Sanctuary door nearest the Chapel. Parking is available in the adjoining driveway.

After the service the ushers will carry floral arrangements designated by the family to Fellowship Hall. The balance of floral arrangements will be disposed of by the custodial staff unless the family has made other arrangements.

SMCC can provide a guest book as necessary. The guest book is located at the tower entrance to the sanctuary and at the reception. The ushers will deliver the signed book to the family before departure.

Mementos and photographs may be displayed in Fellowship Hall. They should be collected and removed by the family immediately following the reception.

## Ushers

The church will provide a sufficient number of ushers for the service. The family may, if they desire, name honorary ushers whose names will be included in the worship bulletin.

The ushers will reserve pews for the family, greet and seat arriving worshipers, set out and monitor the guest book, provide the family with copies of the worship bulletin, bring designated floral arrangements and guest book to the reception, and escort the family to and from the sanctuary.