

Planning a Memorial Service



Edmonds Unitarian Universalist Church

8109 224th St. SW
Edmonds, WA 98026
425.778.0373
www.euuc.org

∞ *Planning a Memorial Service* ∞

∞ **Mission Statement** ∞

Gathering Together
Nurturing the Spirit
Living Our Vision of a Just and Sustainable World



∞ **Unitarian Universalist Principles** ∞

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- ❖ The inherent worth and dignity of every person
- ❖ Justice, equity, and compassion in human relations
- ❖ Acceptance of one another and encouragement to spiritual growth in our congregations
- ❖ A free and responsible search for truth and meaning
- ❖ The right of conscience and the use of the democratic process within our congregations and in society at large
- ❖ The goal of world community with peace, liberty, and justice for all
- ❖ Respect for the interdependent web of all existence of which we are a part

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∞ **General Information** ∞

Edmonds Unitarian Universalist Church (EUUC) is pleased to make its facilities available to members and friends for memorial services and funerals. This guide is intended to help you plan the service and reception and to familiarize you with church practices.

Rituals mark the important events of our lives. One of the most important of these rituals is to mark the end of a person's life.

Memorial services and funerals in the Unitarian Universalist tradition celebrate the life of the person who has died. The memorial service is held anywhere from a few days after a death to four to six weeks later. At a funeral, the body of the deceased is present, and the service is usually held just a few days after a death.

The central part of a service is the eulogy, when the minister, after having interviewed the family, tells the story of a person's life. This includes date of birth and death, survivors, significant life events and accomplishments, and themes from a person's life. Often the eulogy is followed by two to four brief remembrances from family members, work colleagues, and friends. At some services the gathered community is invited to offer remembrances. Other elements of the service include music, hymns, scripture, and readings.

The minister who is officiating at the service is responsible for its order and content. Input from the family is necessary and welcome, but the minister has the final responsibility for the service. It is important for family members to be able to grieve and participate in the service and not be in the position of worrying about all the details of the service.

∞ **Music** ∞

Music is an important part of a memorial service and our Music Director, Wil Sederholm, and church pianist are available to perform and be of assistance in making musical preparations. For special requests the Music Director maintains a list of musicians. Fees should be arranged in advance.

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∞ **Facilities** ∞

Chapman Hall Sanctuary: This is the Sunday worship space for our congregation. The sanctuary seats approximately 225 people.

The Friarplace: This room provides an intimate setting with a gas fireplace for small memorial services of 20 or fewer people.

Rooms 1 & 2: These rooms are down the hall from Chapman Hall and can serve as quiet rooms for the family prior to the service.

All rooms are wheelchair accessible.

∞ **Receptions** ∞

The Narthex and Atrium serve as a reception hall. We offer chairs and both round and rectangular tables. The reception area opens onto an inner courtyard and garden. There is a kitchen for use as a staging area for caterers. Use of any of these spaces must comply with EUUC rental and space usage policies.

Assigned church staff will assist with:

- ❖ Familiarizing the family with facilities
- ❖ Assisting the family by suggesting room arrangements, such as placing serving tables and chairs
- ❖ Asking the caterer to arrange with the church Administrator beforehand
- ❖ Providing information about EUUC policies
- ❖ Helping the family understand their responsibilities for the proper use of church equipment and facilities

Alcohol: Wine and beer may be served at receptions as long as you have a temporary liquor license which is required by the State of Washington. *However, Edmonds Unitarian Universalist Church does not assume any responsibility regarding alcoholic beverages. No one representing the church, including the staff, will handle alcoholic beverages in any way.*

Members may ask the Memorial Services Committee to assist with a simple reception of beverages and cookies.

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∞ **Arrival Time** ∞

Please instruct all memorial participants to be at the church *at least 30 minutes* before the service.

∞ **Flowers** ∞

Preferably, flowers will be delivered at least an hour prior to the memorial service. Please call the office (425.778.0373) to arrange the delivery.

∞ **Parking** ∞

There is a large parking lot on church property available for your guests.

∞ **Fees** ∞

We do not expect to make money for the church on memorial services. However, we do need to provide maintenance funds for the wear and tear on the buildings. For pledging members of the church, there are no building rental fees; for others, rental fees are charged. A *pledging member* of the EUUC is defined as a person who has signed the membership book and has financially contributed during the past year or during the current year if it is the first year of membership. Immediate family of long-standing members (five years or more) will be charged the member rate.

All members and friends are expected to pay the staff (e.g. accompanist, sound technician, and sexton) for the time they contribute to memorial services. All fees must be paid to the Administrator prior to or on the day of the service. All fees are subject to change without notice.

Financial responsibility for any damage to church property sustained during the use of the facilities by anyone involved is the sole responsibility of the family.

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Minister Fees

Minister* \$250

*Church members – The honorarium is at the discretion of the family.

Staff Fees

Pianist (*if desired*) \$100

Soloist (*if desired*) \$ 75

Sound Technician (*if desired*) \$50

Custodial (*required*)

 memorial only \$50

 memorial and reception \$75

 Any Saturday use \$100

Security (*required minimum*) \$40 + \$10 per hour over 4 hours

Rental Fees

Chapman Hall (*for memorial*) \$150 non-members

The Friarplace (*for memorial*) \$75 non-members

Narthex and Atrium (*for reception*) \$50 non-members

Rooms 1 & 2 (*quiet space*) \$50 non-members

☞ **Contacts** ☞

Minister	Eric Kaminetzky	425.778.0373
Music Director	Wil Sederholm	206.361.9229
Administrator	Susan Senft	425.778.0373

☞ **Scheduling a Memorial Service** ☞

Contact the Administrator to schedule the service and reserve the rooms you will need. The Administrator will provide additional information, including applicable church policies and procedures. The minister or person conducting the service might ask you to fill out a form about the person's life. If you are having someone other than our minister conduct the service, please direct the clergy person to our church website (www.euuc.org) where they will find a Clergy Checklist for a Memorial Service.