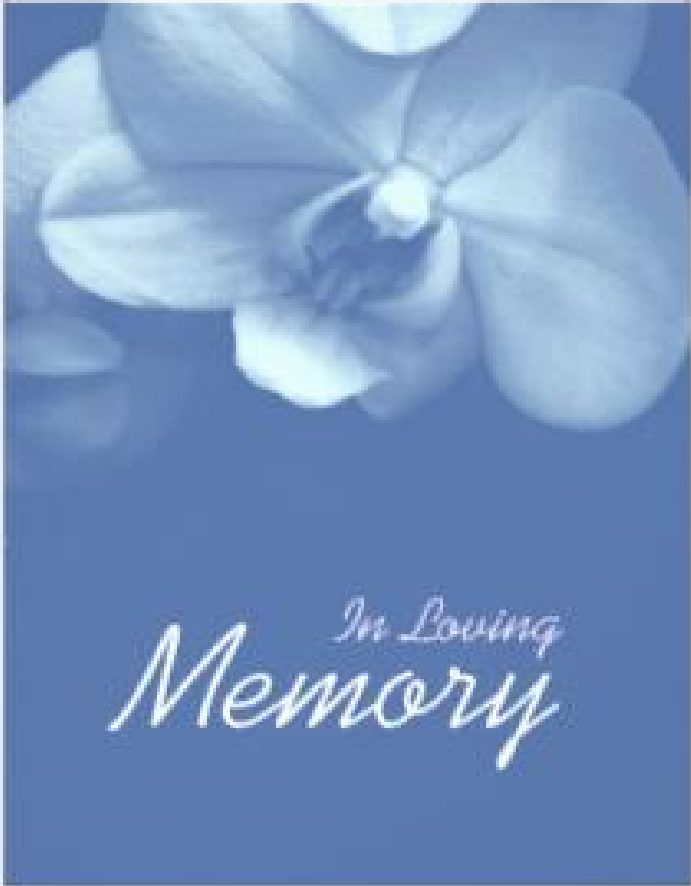


St. David's United Church

Memorial/Celebration of Life Services



3303 Capitol Hill Crescent NW
Calgary, Alberta T2M 2R2
Telephone: 403 284 2276
e-mail: admin@sduc.ca

Growing and Strengthening our Spiritual Lives in Community

Celebrating God's Presence "In Life, in Death, in Life beyond Death"

The death of a loved one is a time to recall the miracle of life, to give thanks for the life of the deceased, and to mourn the loss. Scripture reflects many emotional responses to the reality of death such as anger, denial, guilt, lament, resignation, thanksgiving, and trust.

Our prayers, thoughts and hearts are with you at this time of loss. St. David's United Church and its ministers are available to assist you and your family in your time of grief. We hope that the information in this brochure will be helpful as you plan a service in memory of your loved one. The ministers and staff of St. David's will assist you to design and implement a service that will be meaningful to you, your family and friends and honor the life of your loved one. At the time of death the minister can meet with the family to plan the service.

Empowered by Jesus' ministry of care, comfort and support, St. David's helps people face the event of death, consoles the bereaved, celebrates the life of the deceased, and offers some wisdom and suggestions about grief and loss. In some situations, this may be a time to acknowledge the pain caused by any unresolved issues with the person who has died, and an opportunity to give expression to anger or disappointment. In all situations the reality of loss needs to be acknowledged. In a Christian funeral the promise of hope is to be proclaimed: "In life, in death, in life beyond death, God is with us. We are not alone."

Whether the service is held at the church or at a funeral home of your choice we will work with the funeral director to ensure a meaningful and comforting service. We assure you of our support and prayers.

Key Considerations

Decide on the type of service.

Did the deceased have a known preference for how his or her life would be honoured? Some services have the casket and others have an urn and still others have neither.

If the deceased preferred for the body to be present at the service, than you need to quickly make the necessary legal and logistical arrangements for handling the body.

When will the service be held?

Would you prefer a service shortly after death with the body present, with a viewing the same day as the service? Have you considered a funeral home or a church for the memorial?

Will you be able to allow time after death to accommodate travel plans and airline ticket purchases for some invitees?

What time of day will the service be held, and how long will it last?

Where will the service be held?

Which location or locations would the deceased have preferred? If outdoors, have you made contingent plans in case of bad weather?

Do you need to reserve this location? Are you able to do so with the time remaining? Will it accommodate all necessary special considerations?

Select a location.

The location will need to be appropriate to the service, the season, the number of attendees, and any special considerations. Refer to any preplanned arrangements or preferences documented by the deceased. It may help to use this location checklist:

Location Checklist:

_____ Reservations

Must the location be reserved? If so, how long in advance?

_____ Weather

If outdoors, is it practical for the season? If not, is there an alternative?

_____ Space

Is the location large enough? Will there be enough parking?
Will the location be accessible for everyone?

_____ Special Considerations

Will the location accommodate any special considerations? If you plan to scatter the ashes you will need a location where scattering is legal. Is the location pet friendly? Is it wheelchair accessible?

What will the facilitator be responsible for?

Contact a funeral home of your choice for location. Often they will contact a clergy person if that is your preference.

If a minister is used to help plan the service then the minister will often become the main facilitator in terms of helping to create and prepare the service with you. However, others

will be required to carry out the various tasks that the family needs to do for the service.

Remember to refer to any preplans left by the deceased.

Who will facilitate any prearranged details?

What details will the facilitator(s) handle?

Are certain friends or relatives needed to provide transportation and/or lodging for out-of-town guests?

Will a particular friend or family member gather mementos of the deceased's life and bring them to the funeral or memorial service?

Meeting with the Minister

If you are utilizing a minister for the service, or some other person, the following are the things you should think about prior to meeting with the minister. All of the following will be brought to the discussion as together you and the clergy help to shape the service.

Make a list of Attendees?

Compile a list of those who will be invited. Remember to consult any of the deceased's preplanned invitation lists.

Decide how to notify invitees. Do you have enough time to mail the announcements, or should you e-mail them? Should you invite them by telephone? You may wish to design a paper or electronic announcement or have one designed, and again, remember to consult any preplanned preferences documented by the deceased.

Consider group invitations, such as to the members of a book club, a volunteer pet rescue group, or a yoga group.

Attendees

Develop a list of names and addresses, phone numbers, and/or e-mail addresses. Remember to consult any preplanned invitation lists and contact information left by the deceased.

When and how will you distribute invitations? What will the invitations say? Will you post a [public announcement](#) of any kind? Did the deceased want the family pets present at the event? If so, does your location allow for them?

Where will out-of-town guests stay?

Will you need to arrange for anyone to stay in your home or with friends?

Have you reserved hotel rooms for out-of-town guests?

Role of the Funeral Home

If the service is held at a church will the funeral home utilized by the family be at the church?

If not who will usher, oversee the guest books, arrange displays, bring flowers, hand out memorial booklet?

Who will speak at the funeral or memorial service?

Which family members or friends would the deceased have asked to speak? Did the deceased specify any particular people?

Will there be any guidelines for the subject matter?

Who will give the tributes?

Will there be any guidelines for the subject matter?

Which family members or friends would the deceased have asked to speak? Did the deceased specify any particular people?

How many tributes and how long should they be?

Will someone read scripture?

What music will be played?

Did the deceased want traditional funeral music, favorite contemporary music, or some mix of the two?

Did the deceased want a favorite band or instrumental soloist to be hired to perform?

Will there be music used from CD's?

How many pieces of music will be included?

What should be read at the funeral or memorial service?

Do you, or did the deceased, want a somber eulogy, a funny limerick, or something in between?

Will there a PowerPoint presentation?

Will there be a PowerPoint presentation during the service?
After the service?

Who will prepare it?

How long should it be?

Can it be run by the facility or do we have to bring our own computer?

What should invitees bring to the service?

Should invitees bring flowers, or make donations to a pre-designated charity?

Did the deceased want everyone to participate in some particular way, such as by sharing a memory?

Did the deceased want favorite photos, images, or artworks displayed?

Will you hire a caterer with a list of pre-selected items, or do you want friends and family to each bring a dish? Did the deceased have any favorite foods or drinks?

Will you commemorate the event with a photo album or a DVD recording? If so, you may consider hiring a professional photographer or videographer.

Other Considerations

Consider playing the deceased's favorite music, song, or band. It does not have to be sacred music, and in many cases it is not.

Do they have a favorite author, poet, TV show, movie, or sports team? Make reference to these.

How did your loved one like to celebrate? What did they do for fun? Can you create a moment where you do this together to honor the departed?

If your loved one were there, what would they suggest doing in their honor?

Have special friends or family tell a particular memory – this can be a funny or serious moment.

Did the deceased want a memorial service focused on the spirit after death, a life celebration to give family and friends a joyous occasion for remembrance, or a traditional funeral in keeping with their religious beliefs? Be sure to tell your facilitator(s) the motivation behind these choices.

Did you want to create a record of your loved one's life? Do you want family and friends to bring certain items to the memorial service or funeral, such as a photo or an object associated with a story or memory?

Do you want to make a video of the funeral or memorial service available online for friends and family? If so, you may consider hiring a professional videographer.

Reception

After the service many people wish to have a reception. This is helpful because it allows families and friends to gather and share stories and memories, and offer support to one another.

St. David's has rooms available to host receptions of various sizes. We have a commercial kitchen as well as tables and chairs. St. David's does **not** offer catering but you are welcome to use our facilities and engage your own caterer. St. David's does supply coffee, tea, juice, and all cutlery, plating, etc. Please let us know if you want to use the church for your reception.

St. David's Staff

We will provide the following services and personnel. Fees will be reviewed with you when you meet with the minister.

THE MINISTER will offer pastoral care and meet with the family upon notification of the death of the loved one to discuss all aspects of the service and plan it together. The minister will also work with the funeral home to ensure that the arrangements are handled with care. The minister will conduct the service and will also go to the cemetery for the committal, if this is requested. Our ministers will be available for any follow-up which may be needed or requested.

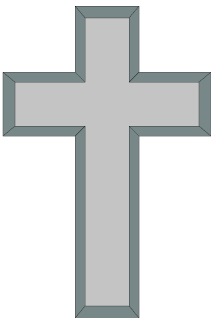
THE MUSIC DIRECTOR will provide music before, during and after the service as is needed or requested by the family. If there is a soloist, the music director will rehearse with and accompany the soloist.

THE SOUND PERSON will run the soundboard during the service. The service will be recorded and a copy will be available for the family afterwards on request.

THE PROJECTION PERSON will run the PowerPoint tributes and any recorded music.

A RECEPTION HOST will set up, place food, and remove tables and chairs and to clean afterwards.

- If Requested by the Family –



A SOLOIST will sing the solos and lead the congregational singing of hymns.

In Lieu of Flowers

Sometimes families wish to suggest a charity in lieu of the donation of flowers. St. David's has a Foundation which is pleased to receive charitable donations. Cheques should be made payable to the **St. David's United Church Foundation of Calgary**. Tax receipts and acknowledgements are issued. **Low scent flowers only please.**

FEES

Memorial Service	\$ 1,150
(Includes: Clergy, organist, building rental, reception host, sound and projection technicians) Coffee/tea & juice are supplied.)	

Please feel free to direct any questions or concerns to the minister or office administrator at 403-284-2276.

Optional Addition:

Soloist	\$ 100
---------	---------------

HYMNS/SONGS

Hymns provide an opportunity for all present to actively participate in the service. If you do not have a favorite hymn or hymns in mind, the following suggestions from Voices United

may be helpful. We are also open to having music from CD's etc., that are appropriate for a memorial service.

VU 375	Spirit of Gentleness
VU 267	Like a Mighty River Flowing
VU 271	There's A Wideness In God's Mercy
VU 664	What a Friend We Have In Jesus
VU 684	Make Me a Channel of Your Peace
VU 808	On Eagles Wings – Psalm 91
VU 409	Morning Has Broken
VU 226	Amazing Grace
VU 703	In the Bulb There Is a Flower
VU 652	Be Still My Soul
VU 238	How Great Thou Art
VU 232	Joyful, Joyful We Adore You
VU 436	Abide With Me
VU 642	Be Thou My Vision
VU 670	Precious Lord, Take My Hand
VU 710	Shall We Gather at the River
VU 747	The Lord's My Shepherd – Psalm 23
VU 159	The Strife is O'er
VU 959 or 960	Lord's Prayer
VU 433	Day Is Done
VU 586	We Shall Go Out with Hope of
Resurrection	
VU 380	She Flies On
VU 182	Stay with Us through the Night
VU 658	O Love That Wilt Not Let Me Go
VU 644	I Was There to Hear Your Borne Cry
VU 497	Nearer My God To Thee
VU 173	Thine Is the Glory
VU 288	Great Is Thy Faithfulness
VU 509	Here I Am Lord (I the Lord of Sea and Sky)
VU 563	Jesus, You Have Come To the Lakeshore

More Voices

MV 17	God in the Darkness
MV 125	When a Grain of Wheat

HYMNS FOR A CHILD'S SERVICE

VU 270	Dear Mother God
VU 713	I See a New Heaven
VU 703	In the Bulb There Is a Flower
VU 583	Jesus Came, a Child like Me
VU 570	Jesus' Hands Were Kind Hands
VU 232	Joyful, Joyful We Adore You
VU 684	Make Me a Channel of Your Peace
VU 632	O Blessed Spring
VU 182	Stay with Us Through the Night
VU 647	Travel On, Travel On
VU 365	Jesus Loves Me

Dealing With Grief

There are a variety of resources available. Printed resources are available that you may find helpful. One example is "Understanding Your Grief – Ten Touchstones for Finding Hope and Healing Your Heart", by Dr. Alan D. Wolfelt. You may wish to talk with your minister, a counselor or a friend who has experienced the death of a loved one. You may also wish to attend a grief support group offered regularly by St. David's United Church.

People who have experienced grief have made the following suggestions. Postpone important decisions such as moving. Accept invitations from friends. Return to church and other functions; the longer you postpone renewing former acquaintances and activities the more difficult it becomes. Don't expect that your emotions will level out in a few weeks. Healing takes time. Be assured God's grace is with you.