

MEMORIAL SERVICE PLANNING GUIDE

The Memorial Service Coordinator will assist you with:

- Space availability
- Timing
- Contacting the Reception Coordinator
- Contacting a clergy person to officiate
- Contacting the sound technician
- Gathering the bulletin info to get to the Office Admin
- Preparing a Memory Page (optional)
- When to have flowers delivered
- Your wishes regarding having a memorabilia table, easel, sign in sheets
- Be with you during the day of the service to handle all details and set ups

A Clergy Person will assist you in planning the service. Please be thinking of how you would like to honor your loved one and who else might be involved.

S/he will ask about your wishes regarding:

- Music – prelude, hymns, special music, postlude
- Scripture and / or other readings that would be meaningful
- Number of family members for reserved seating
- Family / friends who will participate in the service (optional)
- Information about your loved one – a brief bio of their life
- Please provide us with an obit if you had one written with your Mortuary
- Would you like a scripture reading or poem on the back page of the bulletin?

Honorarium Memorial Service / Funeral Fees:

- Clergy \$200
- Organist \$150
- Coordinator \$150 (Please make this check payable directly to Shirley Tidd)
- Sound Tech \$ 75
- Soloist (optional) \$ 75
- Reception varies depending on your wishes

(This check should be made payable to St. Andrew United Methodist Women)