

MYERS PARK
COVENANT
CHURCH

Celebrating a Life

MEMORIAL PLANNING GUIDE

Members

Myers Park Covenant Church
FUNERAL/ MEMORIAL SERVICE DETAILS

Full Name of Deceased_____ Date of Death_____

Service Date_____ Time_____ Sanctuary____ Chancel____ Funeral Home____

***Services will not be held on Friday or Saturday**

Minister(s)_____

Organist_____ Other Musicians_____

Funeral Home_____ Guest Register provided by: Funeral Home_____ Other____

Number of Family Attending_____ Number of Pews to Reserve_____

Number of Ushers Needed_____ (*Gary Morrison*)

Bulletins (# needed)_____ Person Preparing_____

Hebrew Scripture (in Unison)_____ Other Scripture_____

Hymns_____

Altar Preparation (*Anna Catherine*)_____

Ashes present in sanctuary and need table?_____

Sound Tech_____ Live Stream_____ Recording_____

GRAVESIDE/ COLUMBARIUM SERVICE

Time_____ Niche #_____ (*CC*) If graveside, location_____

Need table and pall?_____ (*David*) Need hole dug?_____ (*David*)

RECEPTION/ RECEIVING OF FRIENDS

Place_____ Number of People Expected_____

Family arranging caterer?_____ *Details*_____

FLOWERS

Florist?_____ May we use your altar flowers at Sunday Worship?_____

Funeral Planning Resources

Commonly used readings:

Romans 8:35-39

35 Who will separate us from the love of Christ? Will affliction or distress or persecution or famine or nakedness or peril or sword? 36 As it is written,

"For your sake we are being killed all day long;
we are accounted as sheep to be slaughtered."

37 No, in all these things we are more than victorious through him who loved us. 38 For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, 39 nor height, nor depth, nor anything else in all creation will be able to separate us from the love of God in Christ Jesus our Lord.

Psalm 23 KJV

23 The Lord is my shepherd; I shall not want.

2 He maketh me to lie down in green pastures: he leadeth me beside the still waters.

3 He restoreth my soul: he leadeth me in the paths of righteousness for his name's sake.

4 Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me.

5 Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over.

6 Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the Lord for ever.

Psalm 121

121 I lift up my eyes to the hills.
From whence does my help come?
2 My help comes from the Lord,
who made heaven and earth.

3 He will not let your foot be moved,
he who keeps you will not slumber.
4 Behold, he who keeps Israel
will neither slumber nor sleep.

5 The Lord is your keeper;
the Lord is your shade
on your right hand.
6 The sun shall not smite you by day,
nor the moon by night.

7 The Lord will keep you from all evil;
he will keep your life.
8 The Lord will keep
your going out and your coming in
from this time forth and for evermore.

John 14:1-3

14 “Do not let your hearts be troubled. Believe[a] in God; believe also in me. 2 In my Father’s house there are many dwelling places. If it were not so, would I have told you that I go to prepare a place for you?[b] 3 And if I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also.

Ecclesiastes 3:1-8

3 For everything there is a season and a time for every matter under heaven:

2 a time to be born and a time to die;
a time to plant and a time to pluck up what is planted;
3 a time to kill and a time to heal;
a time to break down and a time to build up;
4 a time to weep and a time to laugh;
a time to mourn and a time to dance;
5 a time to throw away stones and a time to gather stones together;
a time to embrace and a time to refrain from embracing;
6 a time to seek and a time to lose;
a time to keep and a time to throw away;
7 a time to tear and a time to sew;
a time to keep silent and a time to speak;
8 a time to love and a time to hate;
a time for war and a time for peace.

Commonly used Hymns

O God, Our Help in Ages Past (14) O God, Our Help in Ages Past (Grace Community Church) - YouTube

Abide With Me (14) Abide With Me | Christian Church Hymn | Choral Version (SATB) with Lyrics | Sunday 7pm Choir - YouTube

For All the Saints (14) For All the Saints | October 2023 General Conference - YouTube

Hymn of Promise "Hymn of Promise" | by Natalie Sleeth | Matins Women's Ensemble

A Mighty Fortress is Our God (14) A Mighty Fortress is Our God (EIN FESTE BURG) - YouTube

This is My Song (14) This is My Song (FINLANDIA) - YouTube

Solos

The Lords Prayer (14) “The Lord’s Prayer” - Albert Hay Malotte - YouTube

Pie Jesu

Webber : (14) MALAKAI sings 'Pie Jesu' from his debut album GOLDEN ✨ - YouTube

Faure (14) VOCES8: Pie Jesu by Gabriel Fauré - YouTube

Translation:

Merciful Jesus, merciful Jesus, merciful Jesus, merciful Jesus
Father, who takes away the sins of the world
Grant them rest, grant them rest
Merciful Jesus, merciful Jesus, merciful Jesus, merciful Jesus
Father, who takes away the sins of the world
Grant them rest, grant them rest
Lamb of God, Lamb of God, Lamb of God, Lamb of God
Father, who takes away the sins of the world
Grant them rest, grant them rest
everlasting
everlasting
Rest

Sample Standard Order of Worship

Sample

THE PRELUDE

THE CALL TO WORSHIP AND INVOCATION

*THE OPENING HYMN

"Holy, Holy, Holy" NICAEA

Holy, holy, holy! Lord God Almighty!
Early in the morning our song shall rise to Thee.
Holy, holy, holy! Merciful and mighty!
God in three Persons blessed Trinity!

Holy, holy, holy! All the saints adore Thee,
Casting down their golden crowns around the glassy sea.
Cherubim and seraphim falling down before Thee,
Who wert, and art, and evermore shall be.

HEBREW SCRIPTURE Psalm 121 (*Read in unison*)

I lift my eyes up to the hills--- from where will my help come? My help comes from the Lord, who made heaven and earth. God will not let your foot be moved; the one who keeps you will not slumber.

God who keeps Israel will neither slumber nor sleep.

The Lord is your keeper; the Lord is your shade at your right hand. The sun shall not strike you by day, nor the moon by night. The Lord will keep you from all evil and will keep your life. The Lord will keep your going out and your coming in from this time on and forevermore.

**Those who wish are invited to rise in body or spirit*

THE SOLO

THE MEDITATION

THE PRAYERS OF THANKSGIVING AND INTERCESSION

THE LORD'S PRAYER

Our God who is in heaven, hallowed be your name.
Your kingdom come, your will be done on earth
as it is in heaven. Give us this day our daily bread,
and forgive us our trespasses as we forgive those who trespass
against us. And lead us not into temptation, but deliver us
from evil. For yours is the kingdom and the power and the glory
forever. Amen.

*THE PARTING AFFIRMATION

Christ is risen

Christ is risen indeed.

And become the first fruits of those who have fallen asleep.

Death is swallowed up in victory.

Go then, in peace, in hope, in good courage.

Thanks be to God, who gives us the victory
through our Lord Jesus Christ.

*THE CLOSING HYMN

"Hymn of Promise" PROMISE

In the bulb, there is a flower, in the seed, an apple tree
in cocoons, a hidden promise. Butterflies will soon be free.

In the cold and snow of winter
there's a spring that waits to be;
unrevealed until its season something God alone can see.

There's a song in every silence, seeking word and melody.
There's a dawn in every darkness,
bringing hope to you and me.

From the past will come the future; what it holds, a mystery.
Unrevealed until its season, something God alone can see.

In our end is our beginning. In our time, infinity.

In our doubt, there is believing. In our life, eternity.

In our death, a resurrection. At the last, a victory.
Unrevealed until its season, something God alone can see.

THE BENEDICTION

THE POSTLUDE

THE RECESSIONAL

The Family will receive friends in Heaton Hall
Immediately following the service.

Flower Policy

Flower Policy

All services held in this Sanctuary are considered services of worship; therefore, certain guidelines are imposed in order to ensure the ambiance of worship is sustained.

1. The only flowers acceptable in the sanctuary, narthex, or exterior, are fresh flowers placed by you or your florist on the altar.
2. A maximum of two (2) arrangements may be used on the altar, adhering to the following guidelines.
3. No part of the floral arrangement may touch the altar cloth or frontal.
4. The guidelines related to the number of arrangement(s), size and containers must be followed or the flowers will be altered to fit these guidelines prior to the worship service.

A. Sanctuary Altar Flowers

A. The maximum height of a single arrangement on the altar in the sanctuary is 45", width 47". The single container is 15 inches long x 7½ inches wide x 6 inches deep.

B. If two arrangements are used, the two brass urns, which are 15" tall, used #4 or #5 paper mache liners. The maximum height of each arrangement from the top edge of the mache is 25½". This means that when the arrangement is placed in the footed urn, the total height from altar surface to top of flowers does not exceed 40½".

B. Chapel Altar Flowers

A. Maximum height of arrangements for the altar in the chapel is 24", width 26".

5. During Advent, the Advent Wreath will remain on the altar.

Memorial Service Guidelines

Myers Park Covenant Church
Ministry of Worship and Music
MEMORIAL SERVICE GUIDELINES FOR MEMBERS
(Rev. 05-02-23)

The membership, staff and facilities of Myers park covenant church are here to assist you in every way possible to share your grief, to support you and to give you comfort, believing that God's love transcends all and everything in life and death. It is our desire to stand with you and guide you through these difficult times.

IN PREPARATION FOR SERVICES

In recent years, Myers park covenant church families have most often selected a Memorial Service as the preferred style of remembering and honoring the deceased. These services are conducted without the presence of a closed casket. Funerals with caskets can be conducted with special assistance by a funeral home. Also, an urn containing the deceased's ashes may be placed on a small table at the front of the Sanctuary prior to its placement in the Columbarium or other final resting place.

WHO MAY BE SERVED AND ASSISTED IN FINAL RITES

Current members of Myers park covenant church are offered final rites by the church. Exceptions may be made by the Senior Minister or his/her designate.

ORDER OF WORSHIP

The Order of Worship will follow that commonly used in Myers park covenant church worship services, but flexibility is considered depending on particular wishes of the family. Remembrances and tributes may be offered by a family member and/or an associate.

MUSICAL INVOLVEMENT

Music is ordinarily limited to sacred Christian music within the Reformed tradition. Our church will make available an organist (or pianist) who will be attentive to the specific wishes of the bereaved family. Special music by an instrumentalist, instrumental group, or a non-staff vocalist may be used with associated costs borne by the family. Military tributes such as Taps or bagpipers may be used, but the cost will be at the family's expense.

SERVICE LOCATION AND ALTAR FLOWERS

Depending upon the choice of the family and the anticipated attendance, Myers park covenant church offers the use of the Sanctuary; or for smaller services, the use of the Chancel at the front of the Sanctuary. The location within the church will be decided by the family and church staff. Please note: animals (except for guide animals) are not permitted in the sanctuary or as a part of the service. Flags and weapons are also not permitted in the sanctuary.

The family is responsible for ordering and paying for altar flowers, which may be used the following Sunday in memory of their loved one. The church can suggest possible florists.

RECEPTIONS FOLLOWING THE SERVICE

The Church will provide a reception with lemonade and cookies in Heaton Hall or the foyer of Heaton Hall. If additional offerings are desired, a commercial caterer (paid for by the family) should be employed. The Church can suggest possible caterers.

The family may exhibit memorabilia of the deceased in Heaton Hall or in the foyer of Heaton Hall during the reception. Flowers sent to the Church by friends of the family will be placed in Heaton Hall. It is the family's responsibility to remove all flowers following the reception.

FEES

The Church will provide Memorial Services for current Church members at no cost (such as facility fees, custodial help, and orders of worship). Services for non-members (with prior approval by the Senior Minister) will accrue fixed rates.

***Special Fees*:**

- **Our ministers** accept honorariums, ranging from $250-$300
- **Organist:** $200; if other musicians are participating in the service, the Organist fee is $250
- **Staff Vocalist:** $150
- **Sound Technician:** $200 minimum for up to the first 2½ hours, $50 each additional hour, in 15-minute increments. Includes running the sound during the service and a link to download a digital audio recording of the service from our server.
- ***Optional* Video Technician:** $200 minimum for up to the first 2½ hours, $50 each additional hour, in 15-minute increments. Includes video recording of the service with a link to download a digital video recording of the service from our server.

PRE-SERVICE MEETING

Thirty minutes prior to the Memorial Service the family members will gather in the Church Parlor. The Ministers will lead the family to the Sanctuary five minutes before the service begins. (Keep in mind that each pew holds 5 adults. This will be helpful while determining the seating arrangements.) Following the Memorial Service, the Ministers will escort the family to Heaton Hall to greet visitors. The church will provide ushers to assist the family and their guests.

DISTRIBUTION OF GUIDELINES

Copies of these guidelines should be made available to a key family member early in the planning process. These guidelines will also be available to any member upon request.

APPLICATION FOR COLUMBARIUM NICHE/ MEMORY GARDEN

This is to affirm that I/We have read the rules and regulations of the Columbarium/ Memory Garden.

I/We wish to apply for the use of:

_____(a) spot in the Memory Garden @ $250.00

_____ (a) Niche in the Columbarium @ $2,500.00
Niche number (#) purchased:_____

Enclosed is a check covering the full price in the amount of $_____

Date_____ Signed_____

* * * * * *

Name to be engraved on the plaque (please print)

_____
Name

_____
Date of Birth

_____
Date of Death (when known)

Name to be engraved on the plaque (please print)

_____
Name

_____
Date of Birth

_____
Date of Death (when known)