

A Little Help with Planning a Memorial Service

Clergy: One of the pastors of this church will conduct the service, and will include other clergy and lay people you may wish to have participate. The pastor will work with you to plan a service that is personal and traditional, helping you to choose hymns, Scripture readings and other readings, and to decide on speakers, ushers, family participation, choice of prayers, and other special needs.

The pastor will meet with you to gather memories and help you express wishes for the service, and to go over details for planning speakers, music, hymns, reception, a bulletin, and flowers. The pastor will prepare a draft bulletin, and you may then work with the church secretary on the final details of the bulletin.

Church Services: will be held in either the sanctuary or the chapel.

Funeral Home Services, or Riverwoods Services do not include receptions or bulletins produced by the church. The Funeral Director will be involved in planning services at the funeral home. Riverwoods services are planned by the pastor and family together.

Bulletins The church will provide a standard bulletin, based on the draft supplied by the pastor. You are welcome to stop by the church office to proof/edit the master copy. The office hours are Monday to Friday 9-2pm, and in the summer the hours are 9- noon. If you wish the church office to be involved in helping with a bulletin for a service at Riverwoods or at a Funeral Home, there will be a charge – see below.

Music: Music Director Beverly Caldon(bcaldon@exetercongregation.org) will play the organ for all services, based on her availability, or will supply a guest organist. You may meet with her to select music for Prelude, Postlude, and any solo or instrumental music. You may also choose to use other instruments, in addition to, or in place of the organ.

Reception The vestry is available for a reception after services that are held in the church. The church hospitality committee will serve the food you have supplied, and can recommend caterers. There is a small fee for this service, please see below. Smoking and alcoholic beverages are not permitted in the building.

Flowers and memorabilia: The sexton will open the building before the service, at a time that you arrange with the church office, so that you may bring in things to display, as well as flowers, if they are not being delivered by a florist. You are encouraged to bring in flowers that seem right for your family and for the service you are designing – from your garden or a florist, wildflowers or cultivated, a few or an abundance, as it suits you.

Parking The sexton will hold (via orange cones) four street spots for the family and limo. All other parking will be in the city lots around town. There are four handicapped spots in the church driveway. There is a handicap ramp and an elevator.

Memorial Garden: Ashes may be committed in the church's Memorial Garden, and if the family wishes to purchase a memorial stone, there is available space. A booklet about the Garden, and the Stones, is available from the church office. Ashes are brought by the family, and if delivered by mail must include a death certificate.

Fees Use of the building is available without charge to members of the church. The pastor or church office can give you correct names for checks for organist, sexton, and reception. If the fees present a hardship, please let the pastor know, so that these can be adjusted.

Checks may be delivered to the church office prior to the service.

Building Use (Non-Members)	Sanctuary	\$150	Checks to: The Congregational Church in Exeter
	Chapel	\$75	
Clergy	meetings, preparation, writing homily, conducting service	\$250-\$300	Rev. Nancy Rockwell or Rev. Rushan Sinnaduray
Organist	basic fee, including consultation with family	\$175	Beverly Caldon
	for soloist accompaniment using unfamiliar material, add per piece	\$50	
Soloist	Each charges their own rate, but average cost is around \$150	ask	
Bulletin	for services held outside the church	\$50	Renay Allen
Hospitality	for reception in vestry	\$50	Cong. Church
Sexton	for cleaning before and after, putting up parking cones, setting up sound system	\$100	James Walsh

Please make copy of below for the church office: The Congregational Church in Exeter, 21 Front St, Exeter, NH, 03833

Funeral Service Worksheet for Bulletin

Full name of the deceased _____

Date of birth and date of death _____

Names of surviving family: _____

Date of service _____ Location of service _____

Requested readings _____

Requested readers _____

Suggested hymns _____

Would you like an "open time for sharing/remembrances" listed in bulletin? _____

Names of ushers _____

_____ Your contact info: _____

Date cremation certificate forwarded to office _____
(for interment of ashes into our garden only)

Number of bulletins to be printed _____