



### **We Are Here to Make This Difficult Time Easier**

As followers of Jesus Christ our belief in the resurrection from the dead allows us to offer hope to all who are hurting. The goal of the staff and volunteers of First Presbyterian Church is to bring comfort, peace, reassurance and hope to those who are planning a memorial service for someone they love.

### **How to Begin Preparing for a Service**

The memorial service planning process begins by contacting our church office (248-644-2040) to arrange for a consultation with one of our pastors.

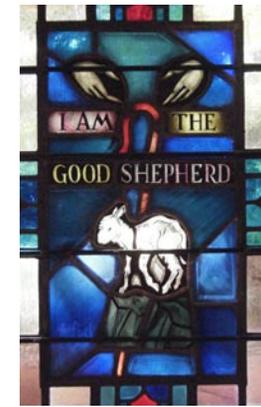
A pastor will answer your questions and help you plan and prepare for the service. During this initial consultation, you will also be able to select a day and time for the service. We can conduct memorial services any day of the week including Sunday.

### **Details You May Wish to Consider**

- Would you like the service to be conducted in the sanctuary or the chapel? Both are available.
- Are you planning a graveside or columbarium service?
- Are there particular readings from scripture, hymns or prayers which you would like at the service? Our pastors can help you with these choices.
- Are there close friends or family whom you would like to participate in the service?
- Are there special pieces of music you would like in the service? Our Music Director or organist can help you select appropriate music and will also play for the service. The Music Director can also help you arrange soloists if one is desired. You may arrange for an alternative musician(s) with the approval of the Music Director or session.
- Would you like the body present for the service? If so please note that the casket will be closed prior to beginning of the service.
- Do you desire to have fraternal organizations participate? If so, all fraternal or civic rites will need to be performed at a funeral home or at the gravesite.
- Would you like an audio recording? If so, this can be arranged in advance with Jan Peters in the church office.
- Do you want flowers? Floral arrangements can be placed in the Sanctuary or the Chapel, but they cannot be placed on the piano or organ. Deliveries should arrive at least one hour before the service. Please inform Jan Peters if your floral arrangements will be left

at the church or if you will be taking the flowers with you.

- Would you like a bulletin for the service? If so, the church can create bulletins for you or you can create bulletins and bring them to the church on the day of the service.
- Would you like a reception? If you'd like to have a reception at the church after the service, church members may be able to provide cookies, coffee, tea and punch for a small fee. Full lunch or dinner receptions may also be held at the church through an approved caterer. Again please contact Jan Peters to make these arrangements.



- Would you like your funeral director to speak with our staff about the service? We are always pleased to discuss details of the service planning with a representative of the funeral home.
- Would you like a guest book? You may provide these or you may ask the funeral home to do so.

### **On the Day of the Service**

The sanctuary or chapel will be available to you one hour prior to the service. If you would like a quiet place in which to meditate or receive friends and family the Fireside Room is available.

We will provide ushers for your service. They will assist you in any way they can, greet guests and provide support during the service.

### **Fees for Memorial Services**

There is no charge for the facilities and you can discuss all other fees with Jan Peters in the office. The following costs are offered as examples.

Cookie/Punch reception .....\$150

(Sandwich/dinner receptions are typically planned with an approved caterer on a per person basis.)

Director of Music.....\$150

Soloists.....each soloist has his/her fee. A fairly typical fee would be \$100.

### **Memorial Gifts**

If you are interested in directing memorials to First Presbyterian Church a pastor can provide information to help you with your decision. At your request, memorial envelopes can be provided.

### **Columbarium**

First Presbyterian Church has a beautiful and well maintained columbarium. For more information on availability and fees, you'll find a separate booklet available in our church office.

### **Planning for the Future**

If you are interested in planning ahead for your own memorial service, or that of a loved one, one of our pastors would be happy to meet with you to begin the process.

Planning can include decisions about worship options as well as plans for burial, cremation, or donation for medical purposes. A consultation with our pastor can be scheduled.



## **Planning a Service of A Witness to the Resurrection**

**FIRST PRESBYTERIAN**  
BIRMINGHAM