WITH DEEPEST SYMPATHY



September 2020 – Version 5 (COVID)

"When a loved one passes away, a flood of emotions overwhelms the mind, stirring feelings of loss, grief, guilt and fear. In the middle of the emotional turmoil, the closest family members may be called upon to plan the funeral and burial. The number of critical decisions that need to be made can paralyze many individuals. Having a step-by-step list, providing guidance for the decisions to be made, can lessen the burden, ease the pain and reduce the stress during this difficult time."

> We hope this guide book assists you in many of the decisions that need to be made leading up to and following the memorial service for your loved one.

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Niagara United Mennonite Church

1775 Niagara Stone Road, Niagara-on-the-Lake, ON LOS 1T0

Church Contacts:

Church Phone: (905) 468-3313 | Website: <u>http://www.redbrickchurch.ca</u> Lead Pastor: Daniel Janzen <u>daniel@redbrickchurch.ca</u> Associate Pastor: German Worship: Renate Dau Klaassen <u>renate@redbrickchurch.ca</u> Office Administrator: Emily Fieguth <u>office@redbrickchurch.ca</u>



MEMORIAL SERVICE

Memorial Service For:

Date of Birth:

Date of Death:

"All praise to the God and Father of our Lord Jesus Christ. He is the source of every mercy and the God who comforts us. He comforts us in all our troubles so that we can comfort others. When others are troubled, we will be able to give them the same comfort God has given us"

2 Corinthians 1: 3-4

GENERAL INFORMATION:

Please email this information to the church office as soon as possible so the memorial bulletin can be proof read and printed in a timely manner. There is also a fillable form on our website <u>www.redbrickchurch.ca</u> under "Funerals".

Date of Service:	Time:	
Funeral Home: Name:		
Phone:		
Family Contact: Name: _		
Phone: _		
Email:		-
(the family contact should ma	ke themselves available for questions, final decision	ns and proof reading of the bulletin)

PRE-SERVICE VISITATION:

At this time, we can do a pre-service visitation 30 mins prior to the funeral service.

Will there be a Visitation prior to the service?	Yes	No
Time of the Pre-Service Visitation:		

CONTACT TRACING GUEST LIST:

At this time, we are limited to 60 people in attendance. We will require a guest list of the attendees prior to the service. The family is asked to assist in collecting names and contact numbers for everyone they are inviting to attend the funeral service. Our Welcome Host will use this list at the registration table the day of the funeral service.

Who is creating the guest list?

Name

Phone # or Email

SOCIAL MEDIA COMMUNICATION:

What forms of communicating the funeral to the congregation would you like:

Facebook Post Email blast to the 'Funeral Notification" List

Website under "Upcoming Funerals"

Pre- Service Visitation Set Up Options

Note: the bench is in place of where the casket would be placed in the foyer prior to the funeral service.



Foyer

The foyer area is set up with the stand for the guest book.

Welcome Centre is cleared to make room for the bulletins and a place for people to leave cards for the family.

Suggestion for the family to bring a box or basket to collect the cards in.



Black bows mark rows set aside for family.



Casket is placed at the front. Or a table with photo and urn. Photo slide show can be shown on these TV's.

Sanctuary

If a casket will not be present, we can place a table for flowers and a picture at the front of the sanctuary.

Every other row is available for seating to maintain social distancing.

Let the office know how many rows to set aside for family.

Photo slide show, family to provide on a memory stick to the church office 24 hours before the funeral service. Please note we do not have WIFI in the sanctuary and can not access the files from the cloud.

MEMORAL SERVICE BULLETIN

Please email this information to the church office as soon as possible so the Memorial bulletin can be proof read and printed in a timely manner. There is also a fillable form on our website <u>www.redbrickchurch.ca</u> under "Funerals".

Service Format

Possible Service Formats. See example bulletins. Please discuss the service with the Pastoral staff.

Format A:	Prelude
	Processional
	Opening Prayer and Welcome
	Congregational Song or Special Music
	Life Story
	Congregational Song or Special Music
	Scripture Reading
	Meditation
	Congregational Song or Special Music
	Announcements
	Benediction
	Recessional
Format B:	Prelude
	Processional
	Opening Prayer and Welcome
	Congregational Song or Special Music
	Life Story
	Second Language Meditation
	Congregational Song or Special Music
	Scripture Reading
	English Meditation
	Congregational Song or Special Music
	Announcements
	Benediction
	Recessional
If your family me 1-800-391-516 c	aph (email higher resolution jpeg or tiff to <u>office@redbrickchurch.ca</u>) ember had a photo taken with IPC Canada Photo Services Inc. for the church photo directory, you can contact them at or <u>info@ipcphoto.ca</u> and request a complimentary bereavement digital copy of your loved one's photo. ion: Name (s) of Pastor giving the mediation in the service. Please include first and last names.
Weultati	OII . Name (s) of Fastor giving the mediation in the service. Flease include first and last names.
Life Stor	y (email in word document format not a PDF to office@redbrickchurch.ca)
Name of Pers	on(s) who will read the Life Story. Include first and last names.
	/
Pallbear	ers Names: usually 6 to 8 people, please include first and last names
Scripture	e Readers Name (s): usually only 1 person please include first and last names.
- Scripture	Accurrent for and any entry a person prease morale moral doct for more s
Addition	al Persons in the service: please include first and last names and what they will be doing in the service. (i.e. reading a poem)
	an ersons in the service. Please meldue instantiast names and what they will be doing in the service. (i.e. fedding a poeni)

Music

Will there be special music in the service?	No	
---	----	--

(i.e. soloist, instrumental musician, please include first and last names and what they will be performing in the service)

	/ / / /
•	singers should provide their own accompaniment and not expect our pianist to be able to accompany them. If you will have a soloist sing in the service, please discuss with the church office.
Pianist	/Organist Requested Yes No
	f an organist cannot be found to play during the prelude, the church will provide a selection of recorded instrumental music. The the pianist or organist is included in the \$150.00 service fee.

Audio Visual

The church will provide an Audio-Visual technician. This person will take care of all microphones, screens and technical issues during the memorial service. The cost of having an audio-visual technician is included in the \$150.00 service fee.
Will there be an audio-visual program in the service? (i.e. power point slide show of photos) yes no Note- family is responsible for putting the slide show together and providing it to the church office on a memory stick. 24 hours before the memorial service.
Bulletin
of copies of the bulletin to be printed
Will the family be supplying a pre-printed bulletin cover? Yes No

Note- Pre-printed bulletin covers are available from Heritage Christian Book Store, 400 Scott Street, St. Catharines, 905-937-4553.

Special Instructions or requests:

Song Suggestions for Memorial Services

Amazing Grace (HWB 143) Be still and know that I am God (files) Be Strong in the Lord (files)** Because He lives (files) Blessed Assurance (HWB 332) Blest are they (files, StJ 94) Children of the heavenly father (HWB 616) Come we that love the Lord (HWB 14) Forever with the Lord ** Go silent friend (StJ 110) ** God of our life (HWB 486) Great is thy faithfulness (HWB 327) He, my shepherd is (files)** How great Thou art (MH 535) I am the bread of life (HWB #472) I heard the voice of Jesus say (HWB 493) I know not why God's wondrous grace (HWB 338) I know that my redeemer liveth (MH 565) I saw a tree by the riverside (StS 116) I stand amazed in the presence (HWB 528) I was there to hear your borning cry (StJ 89) I will sing of my redeemer (HWB 344) In the bulb, there is a flower (HWB 614) In the rifted rock I'm resting (HWB 526)(StJ93) Just a closer walk with thee (StJ 106) Let there be light, Lord God (HWB 371) Lift your glad voices (HWB 275) My hope is built on nothing less (HWB 343) My Jesus, I love thee (HWB 522) My latest sun is sinking fast (StJ 111)** My soul cries out (StS 124)** Nearer my God to Thee (MH 289) Nothing is lost on the breath of God (StJ 121)** Oh, have you not heard (HWB 606) Precious Lord, take my hand (file, HWB 575)

Rock of ages (MH 254) Shall we gather at the river (HWB 615) Strands of the finest gold (files)** Take Thou my hand, O Father (HWB 581) The Holy City (files)** The Lord is king (HWB 69) The Lord is my light (StJ 97)** The Lord's my shepherd (files)(HWB 578) The love of God (StJ 44) There is a place of quiet rest (HWB 5) Under His Wings (MH575) We are often tossed and driv'n (StS 72) What a friend we have in Jesus (MH 337) What wondrous love is this (HWB 530) When I survey (HWB 259, 260) When peace like a river (HWB 336) When the storms of life are raging (HWB 558) When we walk with the Lord (HWB 544)

<u>German</u>

An dem schönen goldnen Strand (MBGB 469) Auf Adlers Flügel getragen (files)** Auf ewig bei dem Herrn (files, GB 472) Gott ist die Liebe (GB 507) Großer Gott wir loben dich (GB 11) Harre meine Seele (GB 425) Ich weiß einen Strom (GB 267) Jesu, meine Zuversicht (GB 104) Laßt mich gehn (GB 469) Lieber Vater hoch im Himmel (GB 530) Näher mein Gott zu dir (GB 422) Nimm, Jesu, meine Hände (GB 423) Nur mit Jesu will ich Pilger wandern (GB 384) Wehrlos und verlassen (MBGB 206)

At this time, we will not have a choir or choir director for funeral services. We will try to have a pianist or organist to play during the service. Music choices are at the discression of the Pastor after a disucssion family. If we are unable to find someone to play live, we will play a CD of music.

THE INTERMENT:

To be for Family & invited guest only?	Yes	No	
When will Interment take place?	Before the memor	ial service	After the memorial service
Time:			
Location:			
Cremation:	Yes	No	

Please discuss the Interment with the Pastoral staff and the Funeral home. They can offer direction on the service at the graveside. The funeral home will assist in organizing the transportation for the family to and from the church to the Interment.

Note – Out of town guest may require some driving directions to avoid tourist traffic or construction delays.

Sample Bulletins

The service outline, hymn and song selection, meditation and scripture reading will be discussed with the family, Pastor and Music Director. These examples are only guidelines for the family.

Bulletins are a folded, 8 ½ x 11 page. The front cover is a colour photograph or image. The inside page is the memorial service program. That leaves two pages for the Life Story.

If a Life Story is longer than two pages, a shortened version is printed in the bulletin while the full version is read during the Memorial service. The office administrator will discuss this with the family contact prior to printing, so the family can have time to edit the Life Story.

In Loving Memory of David Doe



(June 4, 1948 – March 6, 2019) Niagara United Mennonite Church March 11, 2019 11:00 a.m. The Twenty Third Psalm

The Lord is my shepherd, I shall not want, He maketh me to lie down in green pastures; he leadeth me beside the still waters. He restoreth my soul: he leadeth me in the paths of righteousness for his name's sake.

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.

Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the Lord forever.

~ ~ ~ ~ ~

A CELEBRATION OF THE LIFE OF

David Doe

(1948 – 2019)

Prelude	Name Here	David was born in Urug Julie Doe.	uay on June 4, 1948, to Peter and
Processional:		continuation of the	life story.
Welcome and Invocation	Pastor	Per page, there is space	e for 2590 characters/450 words.
Music		The Life Story can be a one or two pages. The family can decide if they would like the back page to be blank or we have the image below that we can include. Some families choose to have a scripture verse. We can work	
Life Story	Name Here		
Music			mize the bulletin layout based on
Scripture Reading (Verse goes here)			
Meditation "Message Title Here"	Pastor	Font size	11
		Font	Calibri
Music		Character Count	2590
Benediction	Pastor	Word Count	450 approximately
Recessional			
Organist	Name Here		
Pianist	Name Here		
Soloist	Name Here		

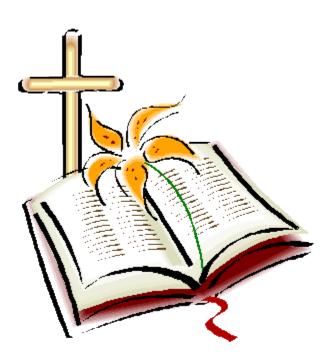
The Life Story of David Doe

PallbearersJohn DoeRobert DoeLinda DoeMichael DoeJames DoeThomas Doe

Interment will be at Niagara Lakeshore Cemetery following the Service.

In Loving Memory of Mary Doe





(November 16, 1938 – January 15, 2019) Niagara United Mennonite Church January 18, 2019 11:00 a.m.

The Life Story of Mary Doe (nee Doe)

Mary was born in Virgil, Ontario on November 6, 1938,

to Paul and Susan Doe.

..... continuation of the life story.

A CELEBRATION OF THE LIFE OF Mary Doe (1938 – 2019)

Prelude	Name Here		
Processional:		Per page, there is space for 2590 characters/450 words. The Life Story can be a one- or two-page document. The family can decide if they would like the back page to be blank or we have the image below that we can include. Some families choose to have a scripture verse. We can work with the family to customize the bulletin layout based on your requests.	
Welcome and Invocation	Pastor		
Music			
Life Story	Name Here		
Scripture Reading	(Verse goes here)	Font size	11
Meditation "Comforting Wor	ds" Pastor	Font	Calibri
Music		Character Count	2590
Music		Word Count	450 approximately
Benediction	Pastor		
Recessional:			
Organist	Name Here		
Pianist	Name Here		
Soloist	Name Here		
Pallbe	arers		

Pallbearers			
David Doe	Paul Doe	Karly Doe	
Ken Doe	Laura Doe	Larry Doe	

Interment has taken place at Niagara Lakeshore Cemetery prior to the service. This page is blank.....

At this time, we are not able to offer a fellowship meal here at the church.

This page is blank.....

At this time, we are not able to offer a fellowship meal here at the church.

FLORAL ARRANGEMENTS and CANDLES:



Floral Stands are the responsibility of the family. The church does not have any floral stands. Some florists will rent these out, see the list below. It is the responsibility of the family to order, pay for and return the stands. Wreath style arrangements are delivered on a wire stand for display purposes. Please make arrangements with the florist to pick up any wire or floral stands following the funeral.

Floral arrangements will be put on the Sanctuary steps. The family should plan to arrange them as they like before the visitation and memorial service.

Candles, if used, should have a glass hurricane or be a battery-operated style candle.

Note: Flowers for the luncheon tables are provided by Helping Hands at no cost to the family.

Church Address for deliveries:

Niagara United Mennonite Church 1775 Niagara Stone Road Niagara-on-the-Lake, ON LOS 1TO 905-468-3313

- Deliveries Monday to Friday between 9:00 a.m. 3:00 p.m.
- The church doors will be left open so florists can enter and place the arrangements in the sanctuary
- The church office contacts the local florists to make arrangements for deliveries and let them know about the visitation and memorial service.

Local Florists:

Creekview Floral 30 Front Street South, Thorold Phone: (905) 227-4051 Rents: Risers and other rental items.

Regal Florist and Garden 1616 Niagara Stone Rd, Virgil, ON LOS 1TO Phone: (905) 468-2181 Rents: garden, Grecian and traditional style stands available in varying heights. Other garden items may be rented for display purposes.

Van Noort Florists 1634 Four Mile Creek Rd, Niagara-on-the-Lake, ON LOS 1JO Phone: (905) 468-7815 Rents: rustic, white pillar, and other stands.

Vine Floral 310 Vine St, St. Catharines, ON L2M 4T3 Phone: (905) 934-7134 Rents: 4', 6'or 8' white pillars

Note- Some families request donations to a charity or memorial fund that was special to the deceased. Please list this in the obituary so guests may contact the charity directly. The funeral director will provide the family with information on the donation process.

FOLLOWING THE MEMORIAL SERVICE:

Floral Arrangements to be removed from the church.

•If you wish to leave an arrangement on the sanctuary steps for Sunday morning service, please make the church office aware that you are leaving an arrangement.

•Floral arrangements can be taken to the local retirement homes. They appreciate the fresh flowers to brighten up the entrance ways and lounges for the residents.

Family should remove all photos and memorial items from the foyer and sanctuary immediately following the memorial service

If you wish to include a thank-you note in the bulletin, please email it to the church office by Thursday at 9:00am.

A detailed bill will be provided to the family following the service. Payment to 'Helping Hands' can be dropped off at the church office the week following the memorial service.

Radiant Care Pleasant Manor provides a semi-annual Memorial time for the family of any residents who have passed away in the last six months. Please contact them directly for information on the next Memorial service. 905-468-1111

Tabor Manor provides a semi-annual Memorial time for the family of any residents who have passed away in the last six months. Please contact them directly for information on the next Memorial service. 905-934-2548

Mennonite Burial Society – 600 Ontario Street, St. Catharines, ON, L2N 7P8. Tel. 905-228-1850 <u>info@mennoniteburialsociety.com</u> If your loved one paid into the MBS, they will be entitled to a payment of up to \$6,700 to help offset the funeral expenses. You will need a copy of the death certificate and a copy of an invoice from a registered funeral home.

Memorial Flowers in the Sanctuary. Some families choose to place memorial flowers on the anniversary of the passing of their loved one. Some do this every year, some choose to do it on 5-year anniversaries. If do choose to place flowers, please notify the church office the week prior so we can list it in the bulletin. Flowers are then brought to church before the Worship Service and placed on the table in front of the organ.

Every year on Eternity Sunday, we remember those who have gone before us. Part of our Sunday morning service includes a slideshow, in memory of those we have lost in the past year. In preparation for Eternity Sunday, please send this information to the church office.

1. Photos:

Please send us 1-3 photos of your loved one, keeping the following in mind:

- the photo(s) can be casual, the way you remember your loved one (ex. a photo of dad in his hockey gear, a
 photo of mom enjoying a cup of coffee, playing with grandchildren etc.)
- the photo(s) should be somewhat close up, so the face of your loved one is clearly visible
- while there can of course be other people in the photos, please no large group photos

2. A Written Thought:

Please send us a one-sentence thought about your loved one to be included in the slideshow ex:

- "Dad's faith carried him through hard times, and set an example for the whole family"
- "Mom will be remembered for her kind heart and warm smile"
- "Grandpa was always willing to lend a helping hand"
- "No matter what happened, Grandma always knew that God had a purpose for her life"

COST BREAKDOWN

'Helping Hands' will provide you with a detailed invoice listing all of the expenses. A \$150.00 fee is charged to the family and paid to the volunteers assisting in the memorial service. 'Helping Hands' takes care of the payments to these individuals.

Pastor from our church	no fee
Office Administrator	no fee
Printing of the bulletin	no fee
Church usage	no fee

Pianist or Organist	Covered in the \$150.00 fee
Audio Visual Technician	Covered in the \$150.00 fee
NUMC Welcome Team (ushers and greeters)	Covered in the \$150.00 fee

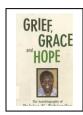
Guest Pastor/Speaker	family to provide a stipend at their discretion
Musical Soloist	family to arrange at their own expense
Floral Stands	family to arrange at their own expense with local florist
Rental of floral displays or other items	family to arrange at their own expense with local florist
Pre-Printed Bulletins	family to arrange the purchase of these at their own expense If they are waxed, printing must be done offsite and cost of printing is the family's responsibility.

GRIEF RESOURCES



BOOKS AND RESOURCES

Our church library has several books on the topics of funerals, loss, grief, devotions and other topics that may be useful to family members at this time or in the months following the loss of a loved one. Listed below are a few books, please see the card catalogue for additional resources. You may also contact our church librarian who would be happy to assist you in finding the resources you are searching for.



Grief Grace & Hope Pakisa K. Tshimkika



When Death Touches Your Life Mervin E. Thompson



Facing Death and the Life After Billy Graham

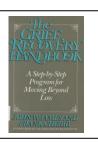


The Journey Home: finishing with Joy Bill Bright



When Dinosaurs Die: a guide to understanding death

Laurie Brown & Marc Brown



The Grief Recovery Handbook: a step-by step program for moving beyond loss John W. James & Frank Cherry



FAREWELL RESOURCES

Using the link below you can access a selection of online resources along with books and DVD's that can be borrowed from MCEC. Instructions on the borrowing process can be found online.

https://mcec.ca/content/pccl-good-farewell-resources



GRIEF COUNSELLING

Niagara Life Centre would love to help you on your journey through life. GriefShare is a friendly support group of people who will walk alongside you through one of life's most difficult experiences. You don't have to go through the grieving process alone. GriefShare is held at Niagara Life Centre every Tuesday from 1:00 P.M.-3:00 P.M. You are welcome to come any Tuesday, and you are also welcome to attend as many times as you are able. Niagara Life Centre is located at 65 Lakeshore Rd., St. Catharines :905-934-0021.

Please contact the Niagara Life Centre to inquire about when the next session is beginning.

RESPONSIBILITIES

Office Administrator

- Post the funeral on social media and the church website
- Prepare the bulletin
- Find individuals for organ, piano, ushers & welcome hosts
- Contact local florists to make delivery arrangements for flowers
- o Contact the Pastoral Staff
- o Print bulletins for the memorial service
- o Be available the day of the memorial service to assist with any issues
- \circ $\;$ Arranges for the parking lot to have snow removal if needed
- Updates church records
- o Communicate the passing with Canadian Mennonite

Pastor

- Provide the office with order of service, meditation title & scripture verse for the bulletin
- \circ $\;$ Meet with the family to discuss the service and provide Pastoral support $\;$
- o Discuss with the office the days that are available for the church building to host a memorial service
- o Makes final decision on service content and order of service
- o Greets guests as they arrive at the church

Helping Hands

• Provide the invoice for costs

Custodian

- o Black Bows on the family rows
- o Kleenex boxes on the family rows
- $\circ \quad \text{Guest book stand put out} \\$
- Ensure the church building is tidy and cleaned
- Salt and shovel walk ways if needed
- o Lock and unlock the church building
- Set thermostats

AV Team

- \circ clear off the stage of non-required items (drums, organ & piano cannot be moved)
- o Operate the audio visual and sound system during the memorial service

Ushers & Welcome Hosts

- o Check off attendance on the provided contact tracing guest list
- o Assist with seating in the sanctuary maintaining social distancing
- Assist with exiting the sanctuary

Family

- \circ $\;$ Contact the funeral home who will be providing funeral services for the deceased
- o Provide the office with a family contact who is available by phone and email
- \circ $\;$ $\;$ Provide the office with Life Story in a word document
- Provide the office with a jpeg photo for the bulletin
- o Names of pallbearers and any others in the service reading scripture or the Life Story
- o Family rep to proof read and approve the bulletin
- o Contact local florists if you have special requests for the flowers (i.e. plants versus cut flowers)
- Provides the office with any slide or photo presentations 24 hr. before the service to check they are working properly.

Day of the Memorial Service Typical Itinerary

9:00 am	Office Administrator arrives at the church and does a walk around to ensure everything is ready to go. Turns on the AV system and gets any materials provided by the family are ready to play. Custodian unlocks the front doors to the church and turns on all the lights.
9:00 am	Any last-minute floral deliveries can be made.
9:30 am	Family, Pastor and funeral home rep meet in the foyer for the casket to be placed in the foyer. Floral arrangements from the visitation are moved into the Sanctuary.
10:00 am	NUMC Welcome Team (AV Technician, Ushers and Welcome Hosts) arrive
10:30 am	Doors opened and the Pre- Service Visitation begins.
10:50 am	Family will make their way to the back of the church to prepare for the processional.
11:00 am	Memorial Service During the service, the Office Administrator will ensure any cards and items on the Welcome Centre are packed up so the family can take them with them when they leave for the internment.
Noon	Family and any invited guests will go to the cemetery for Interment. Family will take all the floral arrangements with them when they leave for the cemetery. NUMC staff and hosts will assist in gathering the flowers and moving them to the exit.

PRAYERS

This selection of prayers is provided for those who may be searching for the words to say. Prayer is a personal time or may be shared in the company of family and friends.

Eternal God, in you we live and move and have our being. You are never far from us, but you are most near when we deeply feel our need for you. Reveal yourself to us in this hour as the God who watches over all our ways and turns even death and sorrow into blessing for those who love you. In sadness of heart we have gathered for these last solemn and tender moments of faith and love. Take from us the shadows that surround us, and give us your light to see the whole of life. Help us to know that you are the God of the living: with you there are no dead; our departed loved one is at home with you forevermore. Help us to confirm that death, instead of ending life, is the beginning of larger and more abundant life. Comfort the hearts heavy with sorrow; befriend us in loneliness. Grant us faith to look beyond this scene of mourning to your heavenly kingdom, where earth's tears are dried, earth's broken friendship is restored, and earth's unfinished task of glorifying you can last forever; through Jesus Christ our Lord. *Amen*