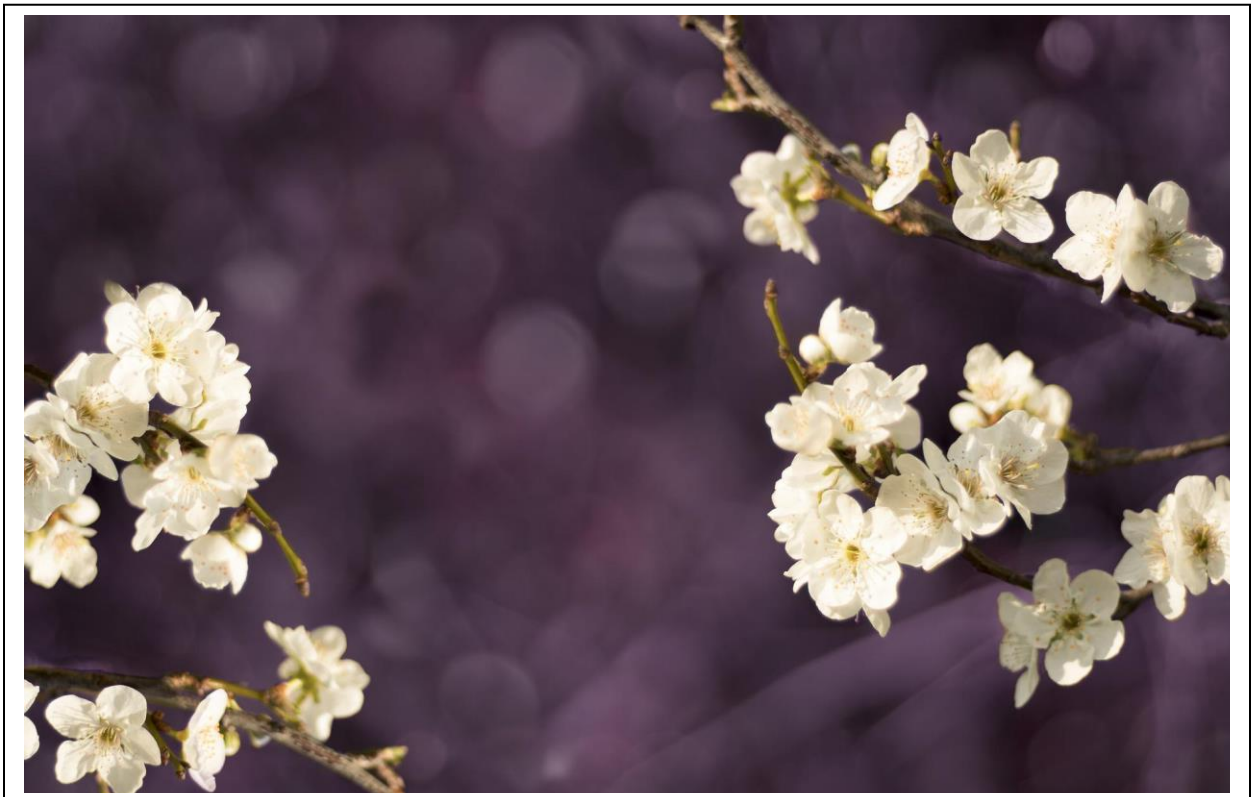


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***WITH  
DEEPEST  
SYMPATHY***

---



*“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 guidebook 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 L0S 1T0

### **Church Contacts:**

Church Phone: (905) 468-3313 | Website: [www.redbrickchurch.ca](http://www.redbrickchurch.ca)

#### **Lead Pastor ~ Daniel Janzen**

[daniel@redbrickchurch.ca](mailto:daniel@redbrickchurch.ca)  
306-401-0113

#### **Associate Pastor of Worship ~ Renate Dau Klaassen**

[renate@redbrickchurch.ca](mailto:renate@redbrickchurch.ca)  
905-348-6257

#### **Office Administrator ~ Emily Fieguth**

[office@redbrickchurch.ca](mailto:office@redbrickchurch.ca)  
905-329-2084

(staff phone numbers provided, please text or call if you have a Pastoral emergency)

# MEMORIAL SERVICE INFORMATION

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 proofread and printed in a timely manner.*

Date of Service: \_\_\_\_\_ Time: \_\_\_\_\_

Funeral Home: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Family Contact: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(the family contact should make themselves available for questions, final decisions and proofreading of the bulletin)

## **THE VISITATION:**

Will there be a Visitation? ☐ Yes ☐ No

Location of the Visitation: ☐ Funeral Home ☐ Niagara United Mennonite Church

Time of the Visitation: \_\_\_\_\_

Date of the Visitation: \_\_\_\_\_

Location of the Visitation: \_\_\_\_\_  
(if at a Funeral Home)

### **If visitation is being held at the church**

#### **What special setup in the foyer is required?**

- ☐ Long table(s) with white table cloth # required \_\_\_\_\_
- ☐ Easel for large display board
- ☐ Black multi-frame photo display frame
- ☐ Podium for guest book
- ☐ TV screen for audio visual display (family responsible for preparing the presentation and to supply computer)

#### **What special setup in the sanctuary is required?**

- ☐ Table with white table cloth, black table cloth or left as is in the sanctuary for the cremation urn
- ☐ Photo Slide Show (family responsible for preparing the presentation that is shown on our mounted screens)

## Visitation Set Up Options

It is up to the family if they would like the visitation to be done in the foyer area or use the sanctuary. It often depends on when the visitation will take place. When it is an evening visitation the sanctuary tends to be used so people can flow in and out or linger a little longer. When the visitation takes place immediately before the funeral service, using the foyer can be better for logistics.



## Foyer

The foyer area can be set up with a long table, white tablecloth, and an easel. The stand for the guest book is by the doors into the sanctuary. We have a black multi frame that you can borrow to add photos to. Confirm with the funeral home if they will be providing a guest book. If needed, we can set up a second long table and a second easel. Easels can be used on tabletop or legs extended and used beside the table as a floor standing version. 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. There is a screen in the foyer that you can hook up to your laptop to and play a photo slide show.



## Sanctuary

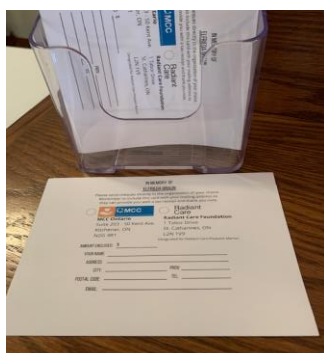
During the visitation, if you would like a photo slide show to play, we will need to arrange for an AV technician to be present. Music, we can discuss options such as using a Bluetooth speaker and playlist from your cellphone. The church can play some CD's of music or an online playlist from YouTube. If a casket will not be present, we can place a table for flowers and a picture at the front of the sanctuary.

## Memorial Donations

Will the funeral home have a representative at the church for taking memorial donations?

☐ Yes

☐ No



If not, then we will provide a card on the Welcome Centre for people to take home, fill out and mail their donations directly to the appropriate charity. Alternatively links to the charity websites for donations are listed in the obituary. Please discuss this with both the funeral home and with the church office administrator.

## MEMORAL SERVICE AND 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.*

### Service Format

*Possible Service Formats. See example bulletin. 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

☐

**Photograph** (email higher resolution jpeg or tiff to [office@redbrickchurch.ca](mailto:office@redbrickchurch.ca))

Note: The church office has high resolution digital copies of the photos taken for the 2020 Photo Directory.

☐

**Life Story** (email in word document format not a PDF to [office@redbrickchurch.ca](mailto:office@redbrickchurch.ca))

Name of Person(s) who will read the Life Story. Include first and last names. \_\_\_\_\_

☐

**Pallbearers Names:** usually 6 to 8 people, please include first and last names

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

☐

**Scripture Readers Name :** please include first and last names. \_\_\_\_\_

☐

**Additional Persons in the service:** please include first and last names and what they will be doing in the service. (i.e. reading a poem)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

☐

**How many rows should be reserved for the family seating?** \_\_\_\_\_



*Note: Boxes of tissues will be placed on either end of the rows for the family. Garbage cans are placed at the end of the front row. Reserved signs will be placed on the rows indicating they are for family.*

### Bulletin

**How many copies of the bulletin to be printed for the family in colour?** \_\_\_\_\_

Black and white copies of the bulletin will be printed and available during the visitation and funeral for guests.

## Music

(at this time, we are not using a choir due to COVID protocols, the music director will lead congregational singing)

Funeral Choir Requested (n/a) ☐ Yes ☐ No  
Will there be special music in the service? ☐ Yes ☐ No

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

---

Pianist /Organist Requested ☐ Yes ☐ No

*Note- if an organist cannot be found to play during the prelude, the church will provide a selection of recorded instrumental music.*

The family chooses the songs in consultation with the Pastor and Music director. If you have special requests, please discuss with the music director. The Pastor and Music Director must approve anything that is not listed on page 8. Note that some songs are choir only and may not always be available for use when a choir is not present. Song licensing must be taken into consideration and only those versions that are part of our licensor's agreements can be used. The church Office Administrator is available to assist with any questions.

The Church Office will take care of creating the PowerPoints for any songs so they are formatted correctly for our Sanctuary screens and conform with our licensing agreements.

## Live Streaming

Would you like the funeral service live streamed through YouTube? ☐ Yes ☐ No

*Note- all music including soloists, special music, playlists or CD's used must be previously checked to confirm we have appropriate licensing for live streaming.*

When we will be live streaming a funeral service, we send a URL link to the funeral home to include in the obituary. We also include this link on our NUMC website and Facebook post about the funeral service. The live stream video and links are left live for 5 days after the funeral. However, we can provide the URL link to the family to share with family and friends after that by request.

## 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 \$250.00 service fee.

Will there be an audio-visual program in the service? (i.e. PowerPoint 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. Speak with the church office administrator about options and what format to use based on where this slide show will be shown.*

## Special Instructions or requests:

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## Songs for Memorial Services

**\*\* Choir Only, all others for choir and/or congregation**

*Other songs may be possible, but at the discretion of the music director.*

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)\*\* (special permission required)  
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/Tree Song (StS 116)  
I stand amazed in the presence (HWB 528)  
I was there to hear your boding 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)  
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 latest sun is sinking fast (VT 662)\*\*  
My soul cries out (StS 124)\*\*  
Nearer my God to Thee (MH 289)  
Nothing is lost on the breath of God (StS 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)  
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)(VT595)  
When we walk with the Lord (HWB 544)

### German

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)  
Wehrlos und Verlassen Sehnt Sich (STJ 93)

***Note- all music including soloists, special music, playlists or CD's used must be previously checked to confirm we have appropriate licensing for live streaming.***

Licensed can be used in a Live Stream : No Licencing can not use in a Live Stream



## **THE INTERMENT:**

To be for Family & invited guest only? ☐ Yes ☐ No

When will Interment take place? ☐ Before the memorial 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.*

## **GRAVESIDE SERVICE:**

To be for Family & invited guest only? ☐ Yes ☐ No

Time: \_\_\_\_\_

Location: ☐ Niagara Lakeshore Cemetery ☐ Other : \_\_\_\_\_

Cremation: ☐ Yes ☐ No

Family is responsible for renting and transporting the portable sound system from Long & McQuade. Preference is the Exmmobile or Bose S1 Pro. You will need a mic and mic stand as well. Long & McQuade 20 Grote Street, St. Catharines. 905-684-2961.

*Please discuss the option to have the funeral service at the graveside with the Pastoral staff and the Funeral home.*

## **LOUNGE AREA FOR FAMILY PRE-SERVICE GATHERING:**



For those opting for a pre-service Interment there is often time between the Interment and the memorial service. We have space for the immediate family (about 10-15 people) to gather in the lounge area outside the library on the 2<sup>nd</sup> floor of the church. There you can relax, have a pre-service meeting with the Pastor and use the washroom facilities to freshen up. The lounge is equipped with a microwave, kettle, coffee maker and supplies for tea and coffee. We will provide juice, coffee, tea, milk and cream. If you would like to bring some cookies or snacks you are welcome to do that. Please leave any dirty dishes in the sink, we will take care of the dishes.

Will the immediate family be using the lounge? ☐ Yes ☐ No

## **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 14 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.

Some families request the words to the songs be included in the bulletin or choose to have PowerPoint presentations instead of using the hymnals. This can be discussed with the Pastor and Music Director. In these instances, we comply with our licensing agreements. The church Office Administrator can assist with this process.

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 send a proofreading copy of the bulletin to the family contact, Pastor and Music Director prior to printing.

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*In Loving Memory  
of  
Jane Doe*



*(October 19, 1927— April 12, 2022)*

Niagara United Mennonite Church

April 15, 2022

11:00 am

---

A CELEBRATION OF THE LIFE OF  
Jane Doe  
(1927 – 2022)

Prelude

Processional

Welcome & Call to Worship

Pastor Name Here

Opening Prayer

Powerpoint

Congregational Song "All the Way my Savior Leads Me"

Powerpoint

Scripture

Psalm 23

Name Here

Life Story

Name Here

Congregational Song "What a Friend we have in Jesus"

Powerpoint

Meditation

Pastor Name Here

Congregational Song "Precious Lord, Take my Hand"

Powerpoint

Benediction

---

Song Leader: Name Here  
Pianist: Name Here  
Organist: Name Here  
Usher: Name Here  
AV Technician: Name Here

**Pallbearers:**

Name  
Name

Name  
Name

Name  
Name

*Interment will take place at Niagara Lakeshore Cemetery following the service.  
We welcome you to join for a fellowship meal in the church auditorium following  
the interment.*

---

## The Life Story of Jane Doe

Jane Doe was born to in Uruguay on October 19, 1927, to Peter and Julie Doe.

....continuation of the life story.



Per page there is space for approximately 2590 characters or 450 words.

The Life Story can be one or two pages. If the Life Story is only one page, some families choose to have a scripture verse on the back page of the bulletin.

We can extend the bulletin to 8 pages and include the printed lyrics to the hymns or songs. However, ever version of a song or hymn must be covered by our church music licensors or be public domain for both music and text.





**THE FELLOWSHIP MEAL:**

We are pleased to have volunteers ‘Helping Hands’ who will organize a luncheon following the memorial service. We offer a “Buffet Style Luncheon” which can be set up for seated or standing. Please note a bill for actual food expenses will be given to the family following the luncheon and is based on the number of expected guests, not on how many actually attend.

Is a sharing time being planned? ☐ Yes ☐ No  
A microphone will be setup in the gym for this purpose.

How many people are expected at the meal? \_\_\_\_\_

**Buffet Style Luncheon**      Approximately \$8.00 / person

- |                   |                                  |                       |
|-------------------|----------------------------------|-----------------------|
| Sandwich Platters | Raisin Bread                     | Sliced Cheese Platter |
| Pickles           | Vegetable Platter with Dip       | Fruit Platter         |
| Danish            | Coffee, Tea, Water & Apple Juice |                       |

*Note- Prices are approximations only, family will be charged for all the food ordered. Any leftover food will be packed up and given to the family following the fellowship meal. Flowers for the luncheon tables will be provided by ‘Helping Hands’.*

**What type of seating would the family like?**

☐ seated long tables (160-230 people)      ☐ seated round tables (under 160 people)      ☐ standing (up to 250 people)

*Note – Our facility cannot accommodate groups over 250 people, another facility will have to be used for the fellowship meal.*

**Special Requests:** *we will do our best to accommodate your requests*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Note – Young children often get bored of sitting during the fellowship meal. You may want to consider bringing some games or toys that children can play. We ask that children be supervised as much as possible, and not be allowed to roam through other areas of the building unattended.*



## Photos of various meal setup options



Long Tables with a central buffet for food.



Round Tables 6 chairs per table with a central buffet for food.



Buffet Style Luncheon.



## **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  
L0S 1T0  
905-468-3313

- The church doors will be left open so florists can enter and place the arrangements in the sanctuary
- Please have florists contact the church office to make arrangements for deliveries

### **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 L0S 1T0  
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 L0S 1J0  
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 and FELLOWSHIP MEAL:**

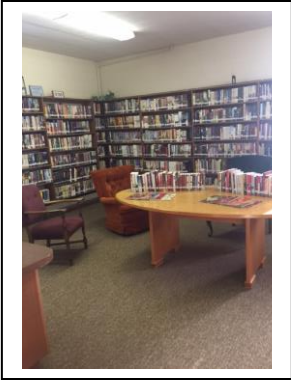
- ☐ Floral Arrangements to be removed from the church.
  - If you wish to leave an arrangement on the sanctuary steps for Sunday morning service, please make the church office aware that you are leaving an arrangement.
  - Floral arrangements can be taken to the local retirement homes. They appreciate the fresh flowers to brighten up the entrance ways and lounges for the residents.
- ☐ Family should remove all photos and memorial items from the auditorium, foyer and sanctuary immediately following the memorial service and fellowship meal.
- ☐ 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 fellowship meal. Payment to 'Helping Hands' can be dropped off at the church office the week following the memorial service.
- ☐ Check your church mailbox, often friends and family will leave memorial cards in your mailbox.
- ☐ 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 [info@mennoniteburialsociety.com](mailto:info@mennoniteburialsociety.com)  
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.
- ☐ In November every year we hold our Eternity Sunday service. All are welcome to attend this service to remember those who have passed in the last year. Please ensure the church office has emails for your family to receive notification of the service.
- ☐ 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.

## **COST BREAKDOWN**

'Helping Hands' will provide you with a detailed invoice listing all of the expenses. A \$250.00 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.

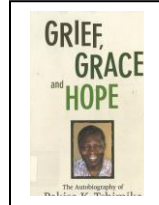
Pastor from our church	no fee
Office Administrator	no fee
Printing of the bulletin	no fee
Church usage	no fee
Church Hosts and Ushers	no fee
Helping Hands Team	no fee
Auditorium for the fellowship meal	no fee
Flowers for the fellowship meal tables	provided by 'Helping Hands' at no cost to the family
Music Director	Covered in the \$250.00 fee
Pianist	Covered in the \$250.00 fee
Organist	Covered in the \$250.00 fee
Audio Visual Technicians	Covered in the \$250.00 fee
Use of Monitors for Photo Slide Show	Covered in the \$250.00 fee
Fellowship Meal	cost based on quantity of food ordered (\$8.00/per person approximately)
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
Rental of portable sound system	family to arrange at their own expense with Long & McQuade or other supplier
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

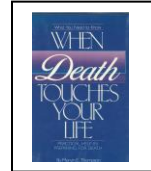


### **BOOKS AND RESOURCES**

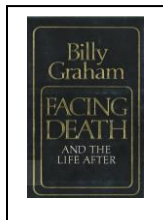
Our church library has several books on the topics of funerals, loss, grief, devotions and other topics that may be useful to family members at this time or in the months following the loss of a loved one. Listed below are a few books, please see the card catalogue for additional resources. You may also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



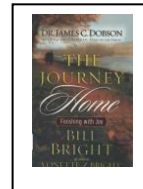
**Grief Grace & Hope**  
Pakisa K. Tshimkika



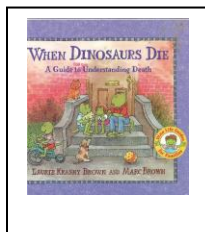
**When Death Touches Your Life**  
Mervin E. Thompson



**Facing Death and the Life After**  
Billy Graham

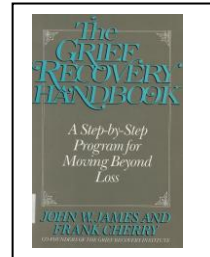


**The Journey Home: finishing with Joy**  
Bill Bright



**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 Common Word. Instructions on the borrowing process can be found online.

<https://www.commonword.ca/Home> use the search function to search "grief"



## **GRIEF SHARE**

Niagara Life Centre offers a program called "[Grief Share](https://niagaralifecentre.ca/griefshare/)"

**"GriefShare is for people grieving the death of a family member or friend.** We understand that there are other losses in life that create feelings of grief. You might be experiencing a job loss, a divorce, estrangement from a child, or the loss of friends because of a move. This grief is real, but it is not the kind of grief discussed in GriefShare sessions. We encourage you to give us a call to book a counsellor that can help you with your specific situation."

Niagara Life Centre is located at 65 Lakeshore Rd., St. Catharines

905-934-0021

Email : [admin@niagaralifecentre.ca](mailto:admin@niagaralifecentre.ca)

<https://niagaralifecentre.ca/griefshare/>

## **RESPONSIBILITIES**

### **Office Administrator**

- Post the funeral on social media and the church website
- Prepare the bulletin
- Find individuals for organ, piano, music director, ushers & hosts
- Email to inform the funeral choir members
- Inform 'Helping Hands' of the memorial service
- make delivery arrangements with florists
- Contact the Pastoral Staff
- Print bulletins for the visitation and memorial service
- Be available the day of the visitation and memorial service to assist with any issues
- Make arrangements for the parking lot to have snow removal if needed
- Update church records
- Communicate the passing with Canadian Mennonite

### **Pastor**

- Provide the office with service outline for the bulletin
- Meet with the family to discuss the service and provide Pastoral support
- Discuss with the office the days that are available for the church building to host a visitation, memorial service and fellowship meal.

### **Helping Hands**

- Contact the family to discuss the fellowship meal
- Decide on the number of guests expected
- Communicate set up for the auditorium to the office and custodian
- Provide the family with detailed invoice for the Memorial Service & Fellowship Meal
- Provides the flowers for table centers at the fellowship meal

### **Custodian**

- Set up a long table with white table cloth in the foyer
- Set up an easel with white cloth in the foyer
- Guest book stand put out
- Clear off the Welcome Centre
- Places Black Bows on reserved pew benches
- Ensures there are tissue boxes around the church
- Ensure the church building is tidy and cleaned
- Salt and shovel walk ways if needed
- Lock and unlock the church building
- Set thermostats

### **AV Team**

- clear off the stage of non-required items (drums & piano cannot be moved)
- setup of microphone and sound system in the auditorium for the fellowship meal
- Plays the photo slide show provided by the family

### **Ushers**

- Greet guests and hand out bulletins for the memorial service
- Count # of guests and communicate the number to 'Helping Hands'
- Move the floral arrangements and photo board to the auditorium following the memorial service
- Prop open the double doors by the kitchen for easy flow of people into the auditorium

### **Family**

- Contact the funeral home who will be providing funeral services for the deceased
- Provide the office with a family contact who is available by phone and email
- Get in touch with the music director once one is secured by the church office to discuss songs/hymns
- Reserve, pickup and return a portable sound system if needed for a graveside service (not required at an interment)
- Provide the office with Life Story and jpeg photo for the bulletin
- Names of pallbearers and any others in the service reading scripture or the Life Story
- Family rep to proofread and approve the bulletin
- Contact local florists if you have special requests for the flowers (i.e. plants versus cut flowers)
- Supply a basket for collection of sympathy cards
- Removal of floral arrangements following the funeral service or fellowship meal

## Typical Itinerary

### Day of the Visitation

9:00 am	Church doors are opened Family can come any time to put up pictures & other décor in the foyer Basket/Box for cards put on the Welcome Centre by the family Florists will start delivering floral arrangements
11:00 am	Office will begin printing the bulletin
1:00 pm	Family arrives to arrange the flowers in the sanctuary Set up laptop for photo slide show, if having one.
1:30 pm	Funeral Home will arrive with the deceased NUMC Host arrives, brings water for the family if needed Office will have 50 copies of the bulletin placed on the Welcome Centre
2:00 -4:00 pm	Visitation – Funeral home rep available for any financial donations
4:00 -5:30 pm	Family may leave or may have a quiet time in the church lounge
5:30 pm	NUMC Host arrives, brings water for the family if needed
6:00 -8:00 pm	Visitation – Funeral home rep available for any financial donations
8:30 pm	Custodian will arrive to tidy up, lock doors and turn out all the lights. If having a pre-service Interment, a table with white table cloth will be moved into the Sanctuary for the photograph and flowers to be placed on during the memorial service.

### Day of the Memorial Service, Interment & Fellowship Meal

8:00 am	Glass doors to the church are open Helping Hands begins arriving for fellowship meal set up Office Administrator arrives at the church Custodian unlocks the front doors to the church, turns on all the lights.
9:30 am	Family, Pastor and funeral home rep meet in the foyer to leave for the Interment.
Or	
	Family meet to prepare for pre-service visitation, if having one.
10:00 am	Interment While family is at the Interment, the choir will practice, the ushers and AV team will arrive and ensure all is ready for the memorial service and fellowship meal.
Or	
10:30 am	Pre- Service Visitation begins If there was a pre-service Interment, family will arrive back at the church, meet in the lounge area for a pre-service meeting with the Pastor. Lounge will have coffee and tea prepared for the immediate family. Washrooms are close by to freshen up. Hang coats on the rack just outside the auditorium on the lower level.
10:50 am	Family will make their way to the back of the church to prepare for the processional.
11:00 am	Memorial Service Ushers will move photograph display and flower arrangements to the auditorium following the service. AV Team will turn on the mic in the auditorium.
Noon	Family and any guests wishing to will go to the cemetery for Interment if having a post service Interment.
Or	
	Fellowship Meal & Sharing Time in the auditorium.
1:30 pm	Family to collect any leftover food, flowers and photos. If leaving an arrangement for Sunday, let the church office know which one and what you would like written in the bulletin for the coming Sunday. Receive the invoice from 'Helping Hands'.

## 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*