The United Church in Meadowood

1111 Dakota Street
Winnipeg, Manitoba R2N 3T7
Church Phone: 204.256.7002

Ministers: _____

_____

Office Administrator: 204-256-7002
Email: ucm@ucim.org

Accompanist: _____

Catering Contact: _____

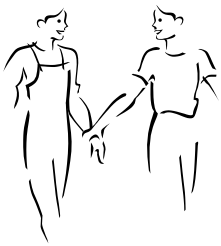
Events Assistant: _____

Tech Assistant: _____

The death of a loved one is a time to recall the miracle of life, to give thanks for the life of the deceased, and to mourn the loss. Empowered by Christ's promise of resurrection, the Christian church faces the event of death, consoles the bereaved, celebrates the life of the deceased, and offers thanks to God. In all situations the reality of loss needs to be acknowledged. In a funeral at The United Church in Meadowood the promise of hope from our New Creed is proclaimed: "In life, in death, in life beyond death, God is with us. We are not alone."

Jesus said "blessed are those who mourn, for they will be comforted."

Matthew 5:4



Revised Jan 2017

Section 1: What We Have to Offer

Section 2: Family Check list

Section 3: Funeral Guidelines and Fees

Section 4: Catering Options and Fees

Section 5: Scripture Suggestions

Section 6: Hymn Suggestions

Section 7: Memorial Fund Donation Information

Section 8: Book of Lives Form

Section 9 Ushers Check list

What We Have to Offer

- A minister(s) who will meet with the family and together plan a service celebrating the life of the deceased.

- Open style sanctuary with padded chairs which will seat approximately 200 people, extra chairs available

- Grand piano with accomplished pianist with a wide range of music available Arrangements may be made with pianist to also perform as a soloist (extra fee for this service to be arranged with the pianist)

- Infra-red headsets available , if required

- Arrangements to have a choir, if requested

- Family room to meet and assemble before processional

- Facilities for recording CD's of the service

- A large parking area

- A Fellowship Hall and kitchen for a reception. Catering to be arranged

- "Reserved" signs for family parking

Family Check list

- Contact the Church with name of the deceased and date of death.
- Provide the name and phone number of the family contact person.
- The Office Administrator will contact the minister who will arrange a mutually agreeable date and time with the family contact person.
- Notify the Office Administrator what music will be requested, if any
- Family to contact the accompanist if specific music selections are requested
- Notify the Minister/Church office if choir is requested.
- Review the Church Guidelines and Fees (copy attached).
- Contact the UCW – Catering person if lunch/coffee is requested. (Copy in booklet)
- Determine if CD's of the service are required & how many.
  A Tech Assistant is mandatory if CD's are requested.
- Determine number of family members requiring "reserved seating"
- Arrange timing for floral deliveries – office hours or a time prior to service when Events Assistant is available
- Advise the family to have ushers available
- Determine if the family wants bulletins produced and printed.
  Fee: Pre-printed Funeral Bulletins, printed with supplied information $15/100
- Cheques for Honorariums and fees to be presented to the Events Assistant for distribution prior to the service.
- Arrange for Power Point equipment, if required
  A Tech Assistant is mandatory if Power Point Presentation is requested

<u>Funeral Guidelines and Fees</u>
The United Church in Meadowood

The United Church in Meadowood has an open funeral policy. Anyone wishing to use the facilities for a funeral will be in accordance with the incumbent minister performing the service.

1. Sanctuary fee (includes use of MacAskill Room) $175.00 + 8.75 = $183.75
2. Fellowship Hall ~~(includes use of kitchen)~~ ~~**-waived if UCW is catering**~~ ~~$175.00 + 8.75 = $183.75~~
3. Minister Honorarium $200.00
4. Accompanist Honorarium $150.00
5. Event Assistant Honorarium, **mandatory** $100.00
6. Tech Assistant Honorarium $ 75.00

Copies of CD.'s of the service are available, if requested in advance.

A Tech Assistant is **mandatory** if CD's are requested and/or if Power Point Presentation is requested.

Please make cheques payable to:

1. **The United Church in Meadowood** (Sanctuary) $183.75

2. ~~The United Church in Meadowood (Fellowship Hall) $183.75~~
   ~~(See above re: fee waived)~~

3. **The United Church in Meadowood** Bulletins – designed and printed at UCIM - $.40/bulletin

4. **Minister's Honorarium** $200.00

5. **Accompanist's Honorarium (Confirm Name with office)** $150.00

6. **Event Assistant (Confirm Name with office)** $100.00

7. **Tech Assistant (Confirm Name with office)** $ 75.00

8. **UCW – Meadowood (Catering, if requested)** as per catering guidelines

Effective January 1, 2017
Approved by Council December 20, 2016
Reviewed & amended by Council Jan. 11/12 – Motion # 63/2012

1. Catering for functions involving stewardship to the Community (e.g. funerals/memorial services)

The United Church Women (UCW) will organize the catering for these functions as required. The minister/administrative assistant will either advise the family contact of the UCW convenor's name and phone number, or will contact the UCW convenor with a name and phone number of the family. The UCW convenor, after discussion with the family, will coordinate all requests and costs involved.

Options available:

a) Coffee, tea, juice
Set up and clean up
Cost: $2/person based on estimated numbers (minimum 50 people)

b) Dainties
Coffee, tea, juice
Set up and clean up
Cost: $3/person based on estimated numbers

c) Fruit Bread and cheese
Pickles, tea, coffee, juice
Glass plates & cups
Serviettes
Table set up and clean up
Cost: $6/person based on estimated numbers

d) Fancy sandwiches ***(This option requires a minimum of 72 hours notice and a minimum of 50 people)***
Dainties, pickles, tea, coffee, juice
Glass plates & cups
Serviettes
Table set up and clean up
Cost: $8/person based on estimated numbers

Should the family wish to have any other foods (eg. Veggie, fruit, or cheese trays), they should be brought to the Church kitchen prior to the service and they will be set out.

2. Catering for functions not involving community stewardship (e.g. weddings, baptisms, birthdays and anniversaries):

The United Church Women (UCW) shall be given first right of refusal to provide the catering service for these functions. The terms shall be determined in negotiation with the UCW but shall generally be similar to funeral/memorial service lunches.

Scripture Suggestions for Funeral or Memorial Services

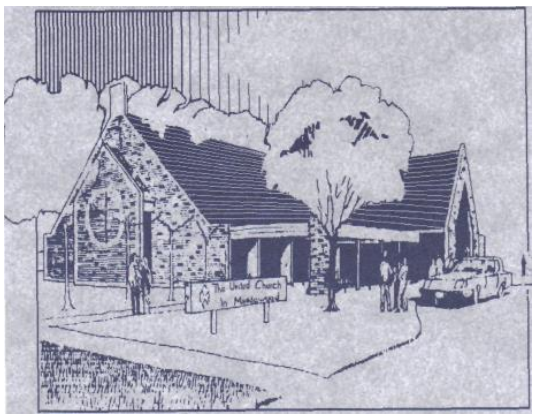
Job 19:1, 21-27a	I know that my redeemer lives
Proverbs 31:10-31	A strong woman
Ecclesiastes 3:1-15	For everything there is a season
Isaiah 25:6-9	He will swallow up death forever
Isaiah 40:1-11	Comfort, O comfort my people
Isaiah 46:3-10	I will carry and I will save
Isaiah 61:1-3	To comfort all who mourn
Lamentations 3:17-26, 31-33	God's steadfast love never ceases
Daniel 12:1-3	Everyone found written in the book
Hosea 6:1-3	Come, let us return to the Lord
Micah 6:6-8	Do justice, love kindness. . .
Wisdom of Solomon 3:1-6 (7-9)	Souls of righteous in God's hand
Psalm 23	The Lord is my Shepherd
Psalm 27	The Lord is my light
Psalm 42	As a deer longs for flowing streams
Psalm 46	God is our refuge and strength
Psalm 71	In you, O Lord, I take refuge
Psalm 90	Lord, you have been our dwelling place
Psalm 95	O come, let us sing to the Lord
Psalm 98	O sing, to the Lord a new song
Psalm 103	Bless the Lord, O my soul
Psalm 107	Some went down to the sea in ships
Psalm 116	I love the Lord, who heard my voice
Psalm 121	I lift up my eyes to the hills
Psalm 130	Out of the depths I cry to you, O Lord
Psalm 139	O Lord, you have searched me
Matthew 5:1-10	Blessed are those who mourn
Matthew 6:25-34	Do not worry about tomorrow
Matthew 11:25-30	Come to me. . . and I will give you rest
Matthew 18:1-5	He called a child
Matthew 25:31-40	As you did it unto the least
Mark 9:2-8	And he was transfigured
Mark 15:33-39, 16:1-7	He is risen, he is not here
Luke 23:39-56	Today you will be with me in Paradise
Luke 24:13-16, 28-35	Known in the breaking of the bread
John 3:1-16	God so loved the world
John 5:24-27	Who hears my word, has eternal life
John 6:35-40	I am the bread of life
John 11:21-26a	I am the resurrection and the life
John 11:32-39a, 41-44	"Unbind him, and let him go."
John 12:20-26	Unless a grain of wheat falls
John 14:1-6, 18-19, 25-27	Do not let your hearts be troubled
John 20:1-9	The stone has been taken away
Acts 10:34-43	God raised him on the third day
Romans 5:1-11	Since we are justified by faith
Romans 6:3-9	baptized into Christ and his death
Romans 8:9-11	He who raised Christ will give life
Romans 8:18-23	The sufferings of this present time. . .
Romans 8:26, 28, 31-33, 35, 37-39	All things work together for good. . .
1 Corinthians 13:1-13	If I speak in the tongues of mortals. . .
1 Corinthians 15:20-27a	In Christ shall all be made alive
1 Corinthians 15:35-49	How are the dead raised?
1 Corinthians 15:51-57	Listen, I will tell you a mystery!
11 Corinthians 4:7-18	The things that are unseen are eternal
11 Corinthians 5:1-9	We have a building from God
Ephesians 2:1-10	By grace you have been saved
Ephesians 3:14-21	To know the love of Christ
Philippians 2:5-11	Every knee shall bow
Philippians 3:20-21	To be like his glorious body
Philippians 4:4-9	Rejoice in the Lord always
1 Thessalonians 4:13-18	So we shall always be with the Lord
11 Timothy 2:8-12a	Having died with him, we also live with him
1 Peter 1:13-9	We have been born anew to a living hope
1 John 3:1-2	We shall be like him
1 John 4:7-18	God is love, and those who abide in love
Revelation 7:13-17	God will wipe away every tear
Revelation 21:1-17	Behold, I make all things new
Revelation 22:1-5	They will reign for ever and ever

Hymn Suggestions for Funeral or Memorial Service

The Lord's My Shepherd (Psalm 23)	VU747
Guide me, O Thou Great Jehovah	VU651
Nearer, My God to Thee	VU497
Abide With Me	VU436
Be Still, My Soul	VU652
Be Thou My Vision	VU642
Blest Be the Tie	VU602
Breathe On Me	VU382
Christ the Lord is Risen	VU157
He Leadeth Me	VU657
Love Divine, All Loves	VU333
Precious Lord	VU670
Amazing Grace	VU266
How Great Thou Art	VU238
Blessed Assurance	VU337
Great is Thy Faithfulness	VU288
Seek Ye First	VU356
What a Friend We Have in Jesus	VU664
In the Bulb There is a Flower	VU 703
On Eagle's Wings	VU808
Joyful, Joyful	VU232
In the Quiet Curve of Evening	VU278
Walk With Me	VU649
We Shall Go Out with Hope of Resurrection	VU586
My Love Colours Outside the Lines	MV138
I Am the Dream	MV106
O Beautiful Gaia	MV41
Come Touch Our Hearts	MV12

Memorial Fund Donation Information

THE UNITED CHURCH IN MEADOWOOD



Memorial Fund

AUTHORITY
Established by motion passed by the Council of the United Church in Meadowood on January 13, 1993.

OBJECTIVE
To create a fund to which contributions may be made by individuals or groups in memory of deceased members or non-members of the United Church in Meadowood to provide or to help provide for the future beautification and improvement of our Church.

MEMORIAL BOOK
A memorial book with the information entered will be displayed in the narthex of the Church. The information entered will include:
a) Donor's Name (may be anonymous)
b) "In Memory of..."
c) Designated for. . . or undesignated

APPOINTMENT OF TRUSTEES
There will be five Trustees of the Fund, appointed by the Council for a three year term, with at least one representative from the Finance Committee, one from the United Church Women, one from the Property Committee, and two at large. A Chairperson and Treasurer will be selected from those so appointed.

SOURCE OF FUNDS
Without precluding others, these will include:
a) Any person or group wishing to make a donation in memory of deceased relatives or friends.
b) Contributions to the fund in lieu of flowers to funerals.

USE OF FUNDS
The sole use of funds received will be to provide for improvements and beautification of the Church which in the opinion of the Trustees will achieve the objectives of the fund. Donations will be accepted and administered by the Trustees under two categories:
a) Designated Funds — this will allow donors the opportunity to specify the use of their contribution. The Trustees may direct the donors to an appropriate designation in consideration of the Church's "Wish List of Items".
b) Non-Designated Funds — to be used as deemed appropriate by the Trustees of the Fund in consultation with the Church's "Wish List of Items".
The maintenance of any project should then become the responsibility of the appropriate Church committee.

OPERATION
All monies received by the Fund will be held in an interest-bearing account separate from any other accounts held by the Church. All monies received and expended by the Fund will be accounted for in the financial records of the Church by the Treasurer of the Fund in consultation with the Treasurer of the Church. Financial reporting will be included in the annual audited financial statements of the Church.
All other aspects of operation, such as publicity, etc. will be the responsibility of the Trustees, to be handled as they deem appropriate. For further information, please phone (204) 256-7002.

MEMORIAL FUND DONATION FORM

DONATION FORM

I wish to make a donation of
$ _____ to The United Church in Meadowood Memorial Fund.

In memory of:

_____

_____

Please **notify** the following persons of this gift:
Name_____

Address_____

City_____

Province_____

Postal Code_____

Please **send tax receipt** to:
Name_____

Address_____

City_____

Province_____

Postal Code_____

Please send completed forms to:

Memorial Fund
The United Church in Meadowood
1111 Dakota Street
Winnipeg, Manitoba
R2N 3T7

DONATION FORM

I wish to make a donation of
$_____ to The United Church in Meadowood Memorial Fund.

In memory of:

_____

_____

Please **notify** the following persons of this gift:
Name_____

Address_____

City_____

Province_____

Postal Code_____

Please **send tax receipt** to:
Name_____

Address_____

City_____

Province_____

Postal Code_____

Please send completed forms to:

Memorial Fund
The United Church in Meadowood
1111 Dakota Street
Winnipeg, Manitoba
R2N 3T7

BOOK OF LIVES FORM

Full name (and maiden name if applicable)
_____

Date of Birth_____Date of Death_____

Photo
You may email a digital photo to **ucm@ucim.org** or bring a printed photo to be scanned at the church. We may already have a picture from funeral services prepared here. Please be aware that while faces can be cropped out of group photos, the process of enlargement can pixelate or diffuse a picture to the point of being unattractive. A clearly focused, high density image will provide the best reproduction.

Surviving family members (Please print clearly)
Parents: _____
Siblings: _____
Partner: . _____
Children: _____
Grandchildren: _____

Personal information that helps future generations know your family member: (please note, there is a firm limit of 2000 characters, 12 points (size of print), in Times New Roman font that will be used in these Life Pages (about of 1/2 of one 8.5xll" sheet of paper). This is to ensure an attractive and consistent appearance of each page that will go into this leather bound folio.

Ushers Check List

- Arrive at the church approx. 45 minutes prior to service
- Set out guest book & pens
- Welcome those attending the service

Contact the Events Assistant for information on the following:

- Location of "family room"
- Location of washrooms
- Location of infra-red hearing headsets
- Location of the bulletins and who hands them out
- Location of the Coat racks