



**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](mailto:ucm@ucim.org)

Accompanist: \_\_\_\_\_

Catering Contact: \_\_\_\_\_

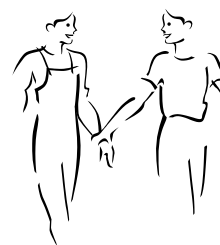
Events Assistant: \_\_\_\_\_

AV Technician: \_\_\_\_\_

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: Memorial Fund Donation Information
- Section 6: Book of Lives Form
- Section 7: Scripture Suggestions
- Section 8: Hymn Suggestions
- 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
- Infra-red headsets available , if required
- Family room to meet and assemble before processional
- Facilities for recording CD's of the service
- Arrangements to have a choir, if requested
- A Fellowship Hall and kitchen for a reception. **Catering to be arranged**
- "Reserved" signs for family parking
- A large parking area



## **Family Check list**

- Contact the Church with name of the deceased and date of death.
- Provide the name and phone number of a family contact person.
- The Church office will contact the minister who will arrange a mutually agreeable date and time with the family contact person.
- Review the Church Guidelines and Fees (copy attached).
- If lunch/coffee is requested by the UCW, request contact information from the Church office. (Options & prices available on Page 6)
- Determine number of family members requiring “reserved seating”
- Arrange timing for floral deliveries – office hours or a time prior to service when Event Assistant is available
- Recommend the family to have ushers available
- Determine if the family wants bulletins produced and printed.
- Cheques for Honorariums and fees to be presented to the Event Assistant for distribution prior to the service.
- If visual presentation is to be used, our AV technician is mandatory

# Fees and Honorariums

## 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 minister performing the service.

1. Sanctuary fee (includes use of MacAskill Room)	\$175.00 + 8.75 = \$183.75
2. * Fellowship Hall - <b>waived if UCW is catering</b>	\$175.00 + 8.75 = \$183.75
3. Minister's Honorarium	\$200.00
4. Accompanist Honorarium	\$150.00
5. Event Assistant Honorarium	\$ 75.00
6. AV Technician Honorarium	\$ 75.00

AV Technician and Event Assistant are necessary to assist the minister and operate equipment.

### Please make cheques payable to:

- |                                      |          |
|--------------------------------------|----------|
| 1. Sanctuary -                       | \$183.75 |
| Fellowship Hall - if used, see above | _____    |
| Bulletins - (\$40/100 ordered)       | _____    |

**TOTAL**    **The United Church in Meadowood**     \$ \_\_\_\_\_

- |                             |                          |          |
|-----------------------------|--------------------------|----------|
| 2. Minister's Honorarium    | Rev. _____               | \$200.00 |
| 3. Accompanist's Honorarium | Confirm Name with Office | \$150.00 |
| 4. Event Assistant          | Confirm Name with office | \$ 75.00 |
| 5. AV Technician            | Confirm Name with office | \$ 75.00 |
| 6. Catering - if requested  | UCW - Meadowood          | _____    |

**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) 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**

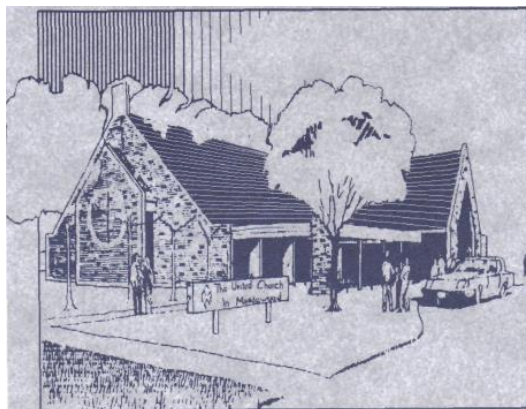
Should the family wish to have any other foods (eg. Veggie, fruit, or cheese trays), they should be brought to the Church kitchen prior to the service and they will be set out.

**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.**

## 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**

The United Church in Meadowood Memorial Fund donation card is outlined below. If you so desire, to make a contribution in memory of your loved one, fill out the form and return it to the office.

.....

DONATION FORM (On display at the church)

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\_\_\_\_\_

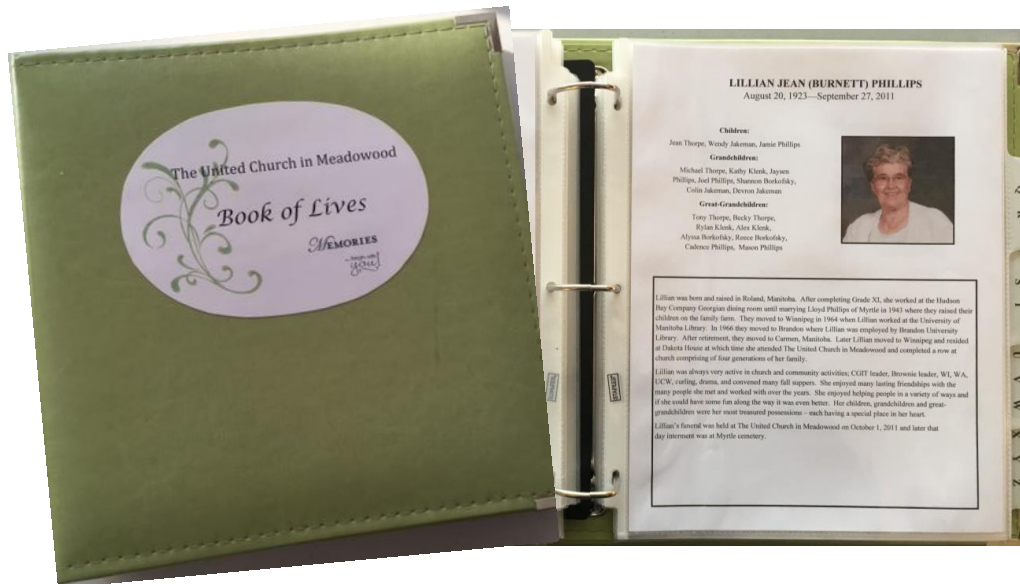
City\_\_\_\_\_

Province\_\_\_\_\_

Postal Code\_\_\_\_\_



# Book of Lives



In 2015 The United Church in Meadowood started a tradition on All Saints Sunday to remember and honour those persons close to us. Traditionally we honour these people at our worship service, with agreement of the family, and at that time their story is entered in our Book of Lives. If you so choose, we have a form on the following page, to be completed by your family so your loved one can be remembered by our congregants now and in the future.

We would appreciate receiving this information at your earliest convenience.



**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 copy of a printed photo. 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 8.5x11" sheet of paper). This is to ensure an attractive and consistent appearance of each page that will go into this leather bound folio.

## 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
Psalms 23	The Lord is my Shepherd
Psalms 27	The Lord is my light
Psalms 42	As a deer longs for flowing streams
Psalms 46	God is our refuge and strength
Psalms 71	In you, O Lord, I take refuge
Psalms 90	Lord, you have been our dwelling place
Psalms 95	O come, let us sing to the Lord
Psalms 98	O sing, to the Lord a new song
Psalms 103	Bless the Lord, O my soul
Psalms 107	Some went down to the sea in ships
Psalms 116	I love the Lord, who heard my voice
Psalms 121	I lift up my eyes to the hills
Psalms 130	Out of the depths I cry to you, O Lord
Psalms 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

## **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

## 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  
Meadowood  
1111 Dakota Street  
Winnipeg, Manitoba  
R2N3T7

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  
1111 Dakota Street  
Winnipeg, Manitoba  
R2N3T7

**LILLIAN JEAN (BURNETT) PHILLIPS**  
August 20, 1923—September 27, 2011

**Children:**

Jean Thorpe, Wendy Jakeman, Jamie Phillips

**Grandchildren:**

Michael Thorpe, Kathy Klenk, Jaysen Phillips, Joel Phillips, Shannon Borkofsky, Colin Jakeman, Devron Jakeman

**Great-Grandchildren:**

Tony Thorpe, Bucky Thorpe, Ryan Klenk, Alex Klenk, Alyssa Borkofsky, Reese Borkofsky, Calence Phillips, Mason Phillips



Lillian was born and raised in Roland, Manitoba. After completing Grade XI, she worked at the Hudson Bay Company Georgian dining room until marrying Lloyd Phillips of Myrtle in 1943 when they raised their children on the family farm. They moved to Winnipeg in 1964 when Lillian worked at the University of Manitoba Library. In 1966 they moved to Brandon where Lillian was employed by Brandon University Library. After retirement, they moved to Carleton Place, Manitoba. Later Lillian moved to Winnipeg and resided at Dakota House at which time she attended The United Church in Meadowood and completed a role at church comprising of four generations of her family.

Lillian was always very active in church and community activities; CGIT leader, Brownie leader, WI, W.A. I.C.W, curling, drama, and convened many fall suppers. She enjoyed many lasting friendships with the many people she met and worked with over the years. She enjoyed helping people in a variety of ways and if she could have some fun along the way it was even better. Her children, grandchildren and great-grandchildren were her most treasured possessions—each having a special place in her heart.

Lillian's funeral was held at The United Church in Meadowood on October 1, 2011 and later that day interment was at Myrtle cemetery.