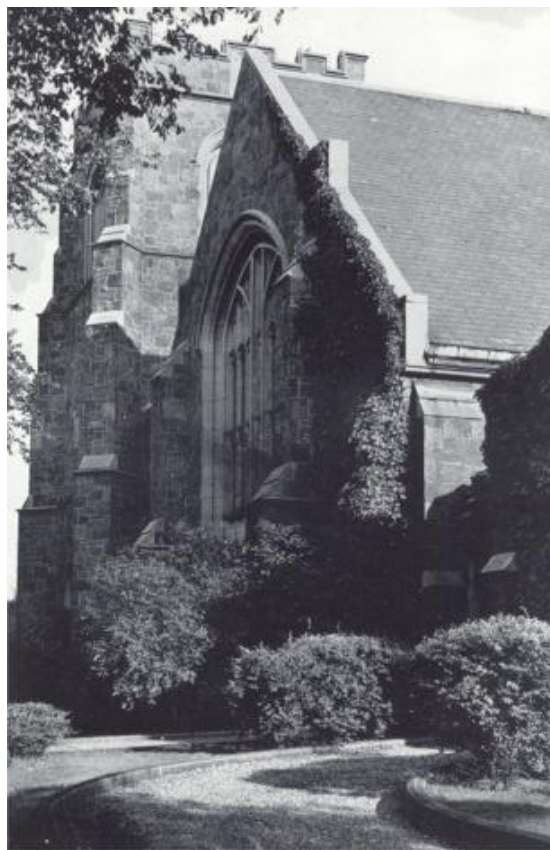




Guidelines for Memorial Services
at
Plymouth Congregational Church
of Minneapolis



A Memorial Service at Plymouth Church is an occasion of worship in which someone who has died is remembered with gratitude, in which comfort is offered and received, in which the presence of the divine is acknowledged, and in which hopes for the future are raised up. It should be reflective of the life and values of the person who has died, and at the same time it should be an expression of the faith of the Plymouth Church community. If you are making plans for your own memorial service, or if you are reading this following the death of someone close to you, know that the ministers and staff of Plymouth Church are ready to offer support, guidance, experience, and sensitivity to your needs. It is our hope that the guidelines in this brochure will be helpful to you as you work with a minister to create a service that will be appropriate, meaningful, personal, and comforting.

GENERAL PRINCIPLES AND PROCEDURES

1. Plymouth Congregational Church will be available for a memorial service or funeral every day of the week, except Sunday. Consideration is given to other previously scheduled events in order to allow adequate space and quiet reverence for the memorial service or funeral.
2. Memorial services may be held in either the sanctuary or the chapel. Both are dignified places for worship. The number of people attending and the desired style of worship will dictate the choice of space. The chapel seats about 100 people and provides a more intimate setting.

To schedule a memorial service contact Emily Venell, Memorial Service Coordinator at 612.791.0753 or memorials@plymouth.org. Emily will direct you to the minister who will preside at the service and to the volunteer who will serve as host on the day of the service.

3. Plymouth Congregational Church will provide the following services:
 - The use of the sanctuary and/or the chapel
 - Planning meeting with the minister to help you make decisions in terms of the specifics of the service
 - Volunteers to assist in the day-of preparations and be present for the service
 - Plymouth musicians, who will provide music (fees apply)
4. The family is welcome to use Guild Hall for a light reception. Please consult the reception section for specific details.
5. There is always a temptation to be overly inclusive at a memorial service, giving various people a chance to speak, using numerous favorite pieces of music, telling many anecdotes, and attempting to fully describe all the traits, interests, and gifts of the person who has died. However, a longer service loses its focus and, in any case, it can never really be exhaustive. It is far better to be selective and brief.

Memorial services should last from 30 minutes to an hour. Remember that family and friends will have other opportunities to share stories and anecdotes at receptions and other gatherings as well as in daily life.

6. Plymouth Church's office is equipped to provide a simple printed bulletin for memorial services. However, should the family wish to have an order of service or other material printed that includes photos or information beyond the basic order of worship, the minister will help by providing appropriate wording of service material. Local printers are always able to produce bulletins of good quality in a fairly brief space of time. The church staff can suggest printers if needed.
7. Plymouth Church's Memorial Committee provides volunteers who help in the placement of floral decorations, directing worshippers to the sanctuary or chapel, handing out bulletins, and offering general assistance.
8. Interment/Burial: A growing custom at Plymouth Church is for the remains (body/ashes) to be buried or interred prior to the memorial service. Immediate family and the closest friends are invited to be present at the cemetery for this service, at which the minister will preside (A fee of \$150.00 applies). This order makes it possible for the family to receive friends and guests immediately after the memorial service. However, should families wish to arrange for burial/interment in some other way, the minister will help in making arrangements.

Note:

A “**memorial service**” refers to a service at which there is no casket present.

A “**funeral**” is a similar service but at which the body of the deceased is present for the service.

A “**reviewal**” is a time before the service, either at the church or at the funeral home, when the casket is open. The casket is always closed prior to and during the funeral.

MUSIC

Music is a way in which we touch feelings and truths that often cannot be captured by the spoken word. At a memorial service, music can be especially evocative, expressive, and comforting. Plymouth is fortunate to have some of the best church musicians in the nation. Their expertise is a rich resource, and you are invited to avail yourselves of it when planning a service. Our musicians have a very broad repertoire, and they will be able to suggest pieces that both reflect an individual's personality and stand in the best tradition of music for worship.

Plymouth's tradition emphasizes classical sacred music. Our worship space, pipe organ and piano are most suited to this genre. Songs with sacred texts, broadly construed, are the appropriate choice in a church memorial service. If other kinds of music are desired, particularly the individual's favorite secular pieces, these should be discussed with the minister and musician about inclusion in the service.

The singing of hymns in a memorial service is a way in which the gathered congregation can actively participate in the occasion. Traditional hymns also create a strong connection with people of faith in other times and places who have used the same words and tunes. When selecting hymns, you are encouraged to use Plymouth's hymnal, which offers a wide range of possibilities for congregational singing.

Musicians (organists, pianists, and vocalists) are paid an honorarium by the family. Plymouth staff members can discuss appropriate amounts with you.

It is also possible for family members or friends who are vocalists or instrumentalists to participate in the service.

THE ORDER OF SERVICE

In preparation for your loved one's service, you will meet with your officiating clergy to plan the Order of Service. Families will be invited to share with the clergy your specific music selections, scripture or other readings, poems, and who might offer remembrances.

RECEPTIONS

A reception after a memorial service is a time of sharing in which guests can greet the family personally. Guild Hall is a beautiful, warm room to host a reception when serving finger type foods to your guests (cookies, bars, cheese & crackers, fruit, etc.) Beverage services are available to purchase from the church (coffee, tea, lemonade, with condiments). Compostable serving items are also available to purchase from the church. A listing of pre-approved caterers will be provided to you. The caterer you choose will be requested to provide their catering license and certificate of liability insurance to the church. Plymouth's Memorial Service Coordinator will assist you in planning the reception.

PARKING

Free Parking Is Available In The Parking Lot On The South Side Of The Church Adjacent To Franklin Avenue W. Parking Spaces Marked Reserved Should Be Observed. Accessibility

Family and guests are asked to enter the church at the LaSalle Avenue entrance (underneath the portico) – 1919 LaSalle Ave / Door #1. Reserved handicapped parking spaces are located in the smaller lot next to this entrance. All handicapped parking spaces are marked. The LaSalle Avenue entrance is handicap accessible with a ramp. Both the sanctuary and the chapel are located on this level of the building. Wheelchairs and walkers are available upon request.

Hearing assistance devices are available upon request.

IN THE DAYS AFTERWARD

Though a memorial service is an important turning point, grieving does not end when the service is over. For most people, it extends for weeks or months and moves through a variety of stages. Plymouth's ministers are available to meet with family members to offer continued guidance and comfort. In addition, the minister may refer family members to one of various support groups that exist in the Twin Cities for people who are grieving.

Plymouth Congregational Church

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