

# *Memorials*



UNIVERSITY  
*Presbyterian Church*

4540 15th Avenue NE  
Seattle, Washington 98105

Walking with you through the experience of grief and remembering the life of your loved one is a sacred privilege for us.

“Blessed are those who mourn,” Jesus said, “for they shall be comforted” (Matthew 5:4). Jesus himself wept at the death of his friend Lazarus. (John 11:35). God is present in the midst of loss, there to help us and comfort us.

We hope this booklet will help you prepare and plan a memorial service at UPC, or at least help you get started. Planning a memorial service to celebrate the life of someone you have lost can be very difficult. We will walk with you through the experience and provide the help you need. If you have further questions, feel free to contact Congregational Care. The pastors and staff at University Presbyterian Church are ready to help you.

## *Setting the Date and Time*

You can discuss options for the date and time of the service with someone at UPC. If there is a particular pastor whom you would like to lead the service, you may speak with him or her directly about their availability and the days and times that are possible and mutually agreeable in the weeks ahead. If you don't have a preference, we can help facilitate finding a pastor to officiate the service.

The pastor will check with appropriate staff at UPC about the availability of the sanctuary (or Calvin Lounge) for the dates and times desired.

Most services are held in the sanctuary, which seats up to 900 people, but can be used for significantly smaller services. When a more intimate memorial service is preferred, we recommend Calvin Lounge, which seats up to 80 people.

Because of Saturday weddings and Sunday worship schedules, UPC does not hold funerals or memorial services on weekends. Services are scheduled Monday through Thursday, usually at 1pm.

To inquire about scheduling a memorial, contact UPC's Equipping & Congregational Care department:  
206-524-7301 x 132

## *Planning the Service*

Before the service, the pastor will meet with you and may ask you to share some stories about your loved one, will plan the order of service with you, and ask about scripture and hymns that might have had special meaning to your loved one.

Generally, the order of worship for the service will include the following pieces in this suggested order:

Prelude

Welcome & Call to Worship

Opening Prayer

Old Testament Reading

Hymn

New Testament Reading

Hymn

Memorial Tributes

Gospel Message

Prayer

Hymn

Benediction

Postlude

*Note: This is only a suggested order of service. You and the officiating pastor will make the final decisions together.*

## *Scripture Texts*

Of great comfort to us in the midst of loss are God's promises in scripture and the hope of the resurrection and eternal life.

Scriptures selected for the service may be ones that were precious or had particular meaning to your loved one. In your discussion with the officiating pastor you can decide on verses of scripture to be read at the service.

## *Some Suggested Texts*

Psalms 23, 30, 46, 90:1-6, 91, 100, 103, 107, 116, 121, 130, 139:1-18

Ecclesiastes 3:1-8

Isaiah 40:28-31

Matthew 5:1-11

Matthew 11:28-30

Luke 24:1-35

John 11:17-27

John 14:1-3

John 21:1-14

Romans 8:1, 18-25, 28, 31-35, 37-39

Romans 14:7-9

1 Corinthians 15:50-55, 57

2 Corinthians 1:1-5

2 Corinthians 4:16-18; 5:1-10

1 Thessalonians 4:13-18

1 Peter 1:3-9

1 John 3:1-2

Revelation 21:1-5

## *Music*

Music is another important part of the service. Music at times moves us in ways that readings and stories cannot.

It gives us space to reflect and to pray. The music you select might be sung as a congregational hymn or by a soloist, performed by an instrumentalist or recorded. Consider hymns or songs that were favorites of your loved one and brought comfort to them. You can ask the pastor for help placing this music in the service.

Most funerals and memorials include piano or organ music. You can also request a soloist. You will find information below about fees for special music. If you are arranging special music on your own, our sound technicians will need details about the instrumentation and vocals. You may also play special music from a CD. *Our sound techs will need a copy of the CD three days before the service.* Some Suggested Hymns:

*Day by Day and with Each Passing Moment*

*Children of the Heavenly Father*

*Amazing Grace*

*How Great Thou Art*

*Through the Love of God Our Savior*

*Be Still, My Soul*

*Softly and Tenderly Jesus Is Calling*

*Give Me Jesus*

*O God Our Help in Ages Past*

*Be Thou My Vision*

*Shall We Gather at the River*

*For the Beauty of the Earth*

*A Mighty Fortress Is Our God*

*Blessed Assurance*

*In Christ Alone*

## *Video*

You may choose to create and present a video that pictures the life of your loved one. If you plan to prepare a video slideshow, please follow the format guidelines below. Be sure to give the video to us at least three days prior to the service so our video technicians can make sure everything works as expected. Instead of an actual slide show, we request that it is an all-inclusive video file so that the person making it can confirm that it'll be exactly what is played on their computer to our presentation computer.

Video requirements:

- *Five to seven min. long; no more than 7 min. total duration*
- *1920x1080 resolution (16:9 widescreen)*
- *.mp4 or .mov file extensions only (no windows video formats)*
- *Maximum of 2GB file size*
- *Fade in/out audio and video at beginning and end*

Send to Oliver ([olivers@upc.org](mailto:olivers@upc.org)) via [wetransfer.com](http://wetransfer.com)

No DVDs allowed.

USB Drives are sometimes acceptable, but wetransfer is highly recommended and easier for both parties.

## *Preparing for Personal Sharing*

If you plan to share memories of a cherished friend or family member at the service, thoughtfully putting your experiences into words can be challenging. It is important to be as concise as possible. We've put together a few helpful guidelines. Please share these with those who will be speaking at the memorial service.

*Less is more.* You may be one of several people who will share a memory. It is best to keep your presentation to four, or, at the most, five minutes. After five minutes, the impact of a presentation can be lost. Five minutes translates to no more than two pages double-spaced.

Share one or two stories from your experiences with your loved one. Remember, you need not say everything. Your memories, combined with the memories of others, will be like pieces of a puzzle that together form a complete picture of the person whose life you are celebrating.

*Type it out.* It is best to use a manuscript for your presentation. This will help you stay on track. You will also have the security of a story completely written, making it less likely you will lose your place. Having a manuscript also provides the opportunity for someone else to read it, should you be unable.

*Introduce yourself.* Tell how you knew the person. Not everyone present will know who you are. By identifying yourself, you let others know your relationship to the person.

*Start with an experience or an adjective.* Think of an experience you shared with the person you are remembering or an adjective that describes who they were. Use that experience or adjective to build a story.

*Remember, it's not about you.* Your presentation is about your loved one, not about you. Describe what they were like, talk about how they lived their life, what they did. Share what you loved about them. Speak from your own experience.



## *Flowers*

Flowers bring life and color to the service. Consider having flowers at the front of the sanctuary or on the tables at the reception. These flowers can be a simple arrangement from a home garden or they can be supplied by a florist. If you choose to order them from a florist, please have them sent to the church on the morning of the service. For sanctuary services, an arrangement on the chancel table is recommended. Two feet is a good height guideline for the florist.

For floral deliveries, UPC's address is:  
*4540 15th Ave NE Seattle, WA 98105.*

We have worked with two florists who know our space. We recommend them, but you are, of course, welcome to select your own.

LaVassar Florists, 206.522.1147 | [www.lavassar.com](http://www.lavassar.com)

Ballard Blossom, 206.782.4213 | [www.ballardblossom.com](http://www.ballardblossom.com)

## *Reception*

UPC has a team of volunteers who will put together a formal reception with tables and linens, candles, dishes, coffee and tea service. The church provides coffee, tea, punch and homemade tea cookies. Contributions to offset this expense are welcome, but not required. If the family wishes to bring other food, or arrange for catering, this must be coordinated with the reception team leader. Because no utensils are provided, all refreshments must be finger food.

## *Ushers*

The church provides ushers for the service. Friends are also welcome to assist. Ushers invite guests to sign the guest book, distribute bulletins, and reserve seating for family. They also may direct guests out of the sanctuary at the conclusion of the service.

## *Guest Book*

If you wish, UPC can provide a simple guest book to keep a record of those attending. You may also provide your own book if you choose.

## *Bulletin*

UPC can prepare a basic bulletin on folded 8 1/2" x 11" paper. The bulletin includes a cover with photo, the order of service and scripture on the inside pages, with a biographical sketch on the back cover. If UPC will be preparing the bulletin, we will need content details at least one week in advance. You will provide these details when you complete the *memorial bulletin information sheet*, which can be found through the link at [upc.org/memorials](http://upc.org/memorials). More information about bulletins can also be found on that information sheet. Because of time and technological limitations, UPC cannot accommodate all requests for bulletin customizations. If the bulletins will be prepared by the family, we recommend delivering them to UPC at least one hour before the service.

## *Pictures and Personal Effects*

UPC will provide a table, with tablecloth, in the narthex for memorabilia, photos or other items the family wishes to display. Easels can also be provided for display of picture boards. The space is reserved beginning an hour before the start of the service.

## *Memorial Gifts*

Gifts given in the name of your loved one to UPC or a charitable organization of your choice are welcome. Often people have already indicated where they wish memorial gifts be given. The organization's name and address can be included in the bulletin. Gifts given to UPC can be designated to the department or ministry of your choice. Whenever a gift is given to UPC, we send letters of acknowledgement to the donors and notify the family, providing you with the names and addresses of the donors. Please provide us with the contact information for the person to whom you want memorial gift acknowledgement sent.

## *Fees/Costs*

Gifts to offset UPC's expenses are very welcome, but not required. The only fees required are for the musicians. Fees for the organist and the soloists are \$200 each. Payment should be made on the day of the event or prior to the event. Checks should be made payable to those providing the music. These can be given to the memorial service coordinator or the pastor for distribution. An honorarium for the pastor is not required but is left to the discretion of the family.

## *Parking*

Parking in the University District is limited. You may park in any of UPC's lots for free. Guests will find more details about parking at: [www.upc.org/parking](http://www.upc.org/parking). Parking in lots belonging to local businesses or other churches in the neighborhood is discouraged. Cars may be ticketed and towed—specifically, no parking in the northbound lanes of 15<sup>th</sup> after 3pm is strictly enforced by the city.

UPC has three parking options:

### *Underground Garage*

Enter mid-block on 16th Ave. NE, between NE 45th and NE 47th streets. The garage is handicap and wheelchair accessible and is reserved for those with limited mobility.

### *North Lot*

Corner of NE 47th and 15th Ave. NE. Enter off of 47th just east of 15th.

### *West Lot*

Enter mid-block on 15th Ave. NE between NE 45th and NE 47th streets.

## *UPC Resource List*

The following is a list of UPC staff, pastors and colleague pastors who may be available to assist with your funeral. If you know a pastor you would like to have officiate at the memorial, you may ask him or her directly. Otherwise, contact Congregational Care. 206-524-7301 x 132

UPC Pastors 206.524.7300

*Courtney Grager*

Sending Pastor: Outreach &  
Congregational Care  
ext. 138

*George Hinman*

Senior Pastor  
ext. 153

*Tim Snow*

Executive Pastor  
Operations Team  
ext. 197

Ken Sunoo

Pastor of Ministry with  
Internationals  
ext. 490

## Colleague Pastors

*Charlie Scoma*

scoma71@gmail.com

206.914.7192

*Gary Barckert*

gbarckert@aol.com

206.499.6815

*Allen Belton*

206.725.6888

*Doug Early*

pastor@qapc.org

206.283.6644

*Dave Hackett*

206.849.1943

*Larry Meyer*

425.483.8759

*Ann Thomas*

ann.thomas.m@gmail.com

425.348.6782