

Check List for Minister and Staff

(Do not complete, this is for church use only.)

Service for: _____

Date: _____ Time: _____

Sanctuary Chapel Other _____

Oversight/Coordinator: _____

Family contact: _____

Phone: _____ Cell: _____

Organist: _____

Pianist: _____

Sound operator: _____

Guest book: _____

Ushers: _____

Communion: Yes No Preparers: _____

Servers: _____

Disposition of flowers: _____

Reception: Yes No

If "Yes" Coffee/punch and light refreshment

Luncheon: Buffet style Served

Reception coordinator: _____

Date to submit custodial set up: _____

Other meals: _____

Service bulletin: Yes, church to prepare No

Folder provided by funeral home

If church office is to prepare service bulletin, all information, pictures, readings, etc. will need to be submitted by:

Transportation needed: Yes No Number: _____

Special needs or accommodations: _____

A Memorial Service or Funeral Service should be as unique as each individual. However, often families do not talk about death, ever. Spouses, children, distant relatives are at times left with making decisions during a time of grief and this can result in family disagreements or wishing that something else had been done instead of the choices made during the first very stressful days.

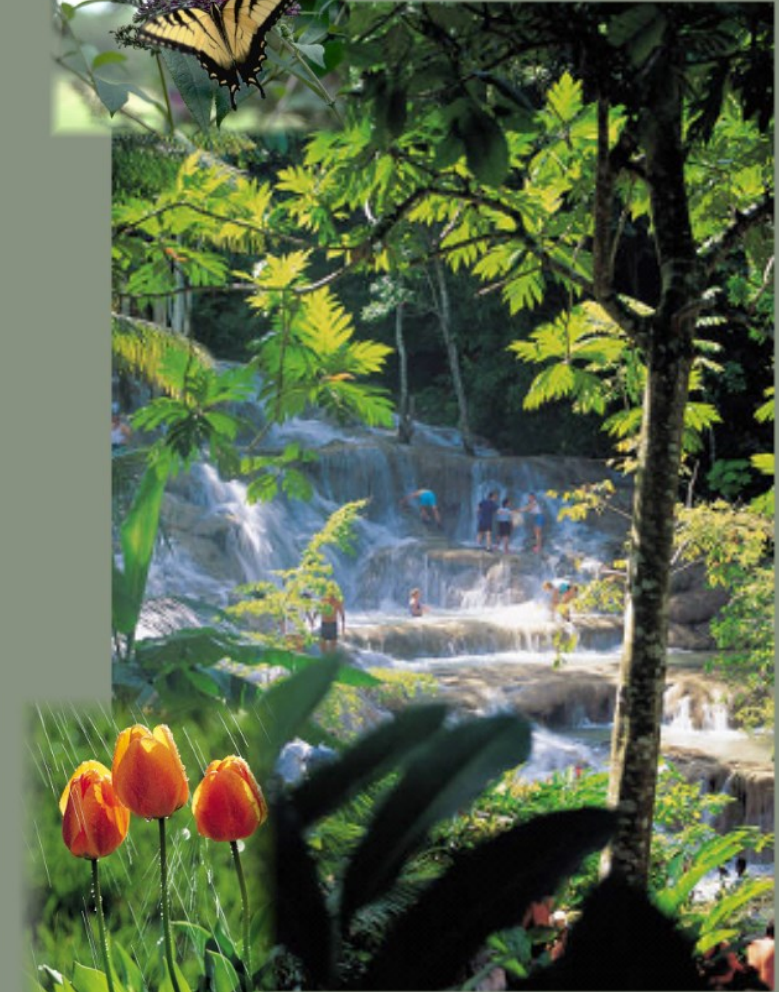
This brief guideline is in no way a comprehensive document but is meant to be a starting point for family discussions and/or initial planning for a service. The funeral home directors are professionals and have vast resources to help in making selections for various needs. There are also several very excellent resources available via the internet that can be helpful to families and friends.

This guideline is meant to help the minister and staff of First Christian Church work with family and friends so that services in our church reflect a time of celebration and meaningful remembrance of a loved one. We do not want to neglect providing details that make the service run smoothly and bring comfort and encouragement.

Please take a few minutes to indicate your personal wishes so that your family will have basic information to help our minister. If you are the family member planning the service, the information within will help you as you meet with our minister to plan the service.

First Christian Church
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Planning...



Memorial Service
Guidelines

PERSONAL INFORMATION

Full Name: _____

Maiden Name: _____

Name you prefer to be called: _____

Street Address: _____

City, State: _____

Date of birth: _____

Place of birth: _____

Father's name: _____

Mother's name: _____

Marital Status: Married Single Widowed Divorced

If married, spouse's name: _____

Date married: _____

Where married: _____

Information on children:

Name: _____

Address: _____

Phone numbers: _____

Name: _____

Address: _____

Phone numbers: _____

Name: _____

Address: _____

Phone numbers: _____

Surviving Family members (name and relationship):

Occupation: _____

Companies and length of service:

Are you a veteran? Yes No Branch: _____

Where served and rank: _____

Organizations to which you belong: _____

Awards and Honors: _____

SERVICE INFORMATION

I want the service at: First Christian Church, Chico, CA

the funeral home other _____

As an expression of love, I would like my friends to:

make memorial gifts to First Christian Church, Chico, CA

make memorial contributions to _____

Scriptures to be read: _____

Music/Poems: _____

Significant people to be involved in the service: _____

What would you most want said about you and celebrated about your life?

Please list any other information you would like to share or any other desires you wish to make known: