

Name Memorial Service Outline:

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Pre-Service Music:

- CCBF iTunes

1. Greeting / Invocation:

- Prayer for God's comfort, help & mercy.
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2. Special Song:

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3. Slide Show:

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4. Words from the Family/Friends and/or Scripture Reading:

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5. Special Song:

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6. Message to Benediction:

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7. Closing Song:

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8. Off Site Reception Invitation:

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Post-Service Music:

- CCBF iTunes

9. *Additional detail if any*

- Photo on the Sanctuary Wall?
- Live Web Stream?
- DVD Recording?
- Song words on the wall?
- Memorabilia?

Deceased Full Name:

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Date of Service:

- Day & Date:
- Memorial / Funeral Time:
- Off Site Reception Location:
- Graveside:

Place of Service:

-
-

Mortuary Facility:

-
-

Gravesite:

-

Family Contact Information:

1. Primary Contact Family Member:

- Home phone
- Cell phone
- Email

2. Family:

- Spouse,
- Son(s),
- Daughter(s),
- Parents
- Grandparents

Name Memorial Service Outline:

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Some suggestions for the Service:

1. Arrival Time: Please be at the church 30 minutes before service but there is no rush in starting the service.
2. Picture slide show & Music: 50-70 pictures with 1-2 songs, 3-5 minutes long total.
3. Memorial Card: Typically the mortuary will provide this, with a picture on the front and general information & scripture inside.
4. Reception: For an off site reception have a map to put inside the memorial card.
5. Picture Board: Put together a picture board of family type photos on a 2' x 3' poster board, the church has an easel to put it on.
6. Memorabilia: On the day of the service bring items to put on a table as a reminder, i.e. Bible, hat, glasses, favorite hobby items, etc.
7. Flowers: Can be delivered to the church, after the service you can take them or leave them. In lieu of flowers?
8. Songs: Choose music to be played 30 minutes before service and any special songs for the service. CCBF iTunes?
9. Special Music: Have the musicians coordinate with the church a few days ahead of time for any special needs they have.
10. Graveside: If there is a graveside service provide a map to the off site service.
11. Words from Family: It is best to have 3-5 people get up to share and for you to choose whom they are. Opening up the microphone to everyone can be problematic, but the choice is yours. Encourage those who share to limit the time to 5 minutes and to use notes.
12. Sign in book for the guests.
13. Order of Service: Page one is simply a suggestion so please feel free to change any or all of it as you choose.
14. What do you want the pastor to wear? Suit & Tie or Casual.