



# Memorial Service Information

Hello and thank you for your interest in allowing Grace Chapel to serve you and assist in the planning of your loved one's memorial service. We consider this a tremendous honor and privilege and it is our desire to help you make this day as meaningful as possible. Below you'll find some information on how we generally conduct memorial services as well as some FAQ's.

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## PLANNING THE SERVICE

One of the first steps in planning a memorial is to meet with our Care Pastor. He will talk with you to go over the details of the service and create the order of the service. We welcome your ideas and input as we seek to make this personal and meaningful for you.

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## PARTNERSHIP WITH FUNERAL HOMES

We are happy to partner with a funeral home of your choosing. If you need help identifying one, please ask and we can make recommendations to you.

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## SLIDESHOW VIDEO

We know that tribute videos are often a special part of the memorial service. To keep the service flowing smoothly, we encourage videos be kept to about 10 minutes or less. Please provide this video at least three days before the service, either on a USB drive or by sharing a Dropbox link.

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## CHURCH SUPPLIES

At Grace Chapel, we have a collection of resources that are often used for memorial services, including rectangular tables, high-top tables, card baskets, easels, and other items. Please let us know if you would like to use any of these and we will make sure these are available to you.

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## **MEMORIAL SERVICE DATES**

Memorial Services at Grace Chapel are typically scheduled Monday through Saturday. Our Care Pastor and staff will work closely with you to find a date that would best serve you and your family as far in advanced as possible.

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## **MEAL PROVIDED**

As part of our desire to care, Grace Chapel provides a light meal following the service to allow family and friends to spend time together. This meal typically includes sandwiches, fruit, dessert, and beverages. If you would like to have a catered meal or would like to bring your own food, we are happy to work with you to help make this possible as well.

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## **SONGS PLAYED DURING SERVICE**

Our mission at Grace Chapel is to help lead people to find and follow Jesus Christ. Considering this, we ask that the songs played in the memorial service would help serve this mission. Hymns, contemporary worship, or classic worship songs are all welcome. If you need help choosing songs, please let our team know and we would be happy to offer suggestions.

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## **WHO WILL OFFICIATE THE SERVICE?**

Generally, if the person who passed was an attender of Grace Chapel, we ask that one of our staff pastors or elders would facilitate the service. If the individual did not attend Grace Chapel, then we would be happy to work with an individual of your choosing. We would simply ask for you to provide the name and contact information of the individual you would like to officiate the service at least one week prior, so we are able to connect with him.

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## **VIEWINGS**

If you would like to have a viewing before the service, our chapel is available for this purpose, just let us know.

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## **DAY OF DETAILS**

On the day of the service, the Care Pastor will plan to arrive two hours early to make sure everything is ready. You are welcome to arrive up to two hours beforehand as well, but we ask that you be there at least one hour before the service begins. A private family room behind our worship center will be prepared with water, and snacks and will be a place to rest and gather prior to the start of the service. About 10 minutes before the service, the pastor will meet with you in this room to review the order of service, answer any last-minute questions, and pray with you before leading you to the reserved family seating area.

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## **SET UP AND CLEAN UP**

The setup and tear down for the event will be taken care of by our volunteer and facility team.

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## **RECORDING**

We are happy to record the service; however, we do not currently offer the ability to livestream currently. A recording of the service can be made available within one week after the memorial service upon request.

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## **SERVICE NOTIFICATION**

With the family's permission, Grace Chapel can also post information about the memorial service on our website.

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## **CONTACTS**

Thank you for taking the time to read these. If you have any questions on this please reach out to the individuals below. We hope you know that you are greatly loved.

Pastor Steven Sardisco | [ssardisco@gracechapel.org](mailto:ssardisco@gracechapel.org)  
Program Director Joey Rothman | [jrothman@gracechapel.org](mailto:jrothman@gracechapel.org)