

Memorial Service Information

Thank you for your interest in allowing Grace Chapel to serve you 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 to you and your family as possible. Below you'll find some information on how we conduct memorial services as well as some FAQ's.

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.

PARTNERSHIP WITH FUNERAL HOMES

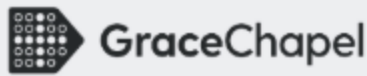
We are happy to partner with a funeral home of your choosing. If you need help identifying one, please ask and we can make recommendations to you.

SLIDESHOW VIDEO

We know that tribute videos are often a special part of the memorial service. If your funeral home is not making a slideshow for your service, we are glad to help. To keep the service flowing smoothly, we encourage videos to be kept to ten minutes or less. It would be best for you or your family to find a way to create it. Please provide this video at least 3 days before the service, either on a USB drive or via a file-sharing link.

CHURCH SUPPLIES

At Grace Chapel, we have a collection of resources commonly used for memorial services, including rectangular and 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. We do not provide a guestbook and ask that you provide a guestbook that preferably allows the pages to be removed and set at different stations.



PROGRAM

We prefer that the funeral home prepare the print program; however, if you need us our communication team can print for you. We simply need the information five days prior. We also make a slide for the service and ask for the individual's pictures and dates of life.

MEMORIAL SERVICE DATES

Memorial Services at Grace Chapel are preferred to be scheduled Monday through Thursday. In some cases, we are able to accommodate Friday or Saturday depending on church facility and staff availability. Our Care Pastor and staff will work closely with you to find a date that best serves you and your family, as far in advance as possible.

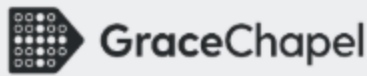
MEAL PROVIDED

As part of our desire to care for you, Grace Chapel provides a light meal following the memorial service (at no additional cost) to allow family and friends to spend time together. This meal typically includes sandwiches, fruit, dessert, and some refreshments. 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. We have a team of volunteers who will set up, prepare, serve, and clean up for any food items and reception time.

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 during the memorial service would help serve this mission. Hymns, contemporary worship, or other worship songs are all welcome. If you plan to use music that is not typically used in church, we ask that you get approval from our care pastor. We understand the songs in a video slideshow may be more sentimental, but we still ask that those songs be approved. If you need help choosing songs, please let our team know, and we would be happy to offer suggestions. We have a team that would be able to offer live music based on staff availability.

WHO WILL OFFICIATE THE SERVICE?



Generally, if the person who passed away was an attender of Grace Chapel, we ask that one of our staff pastors or elders facilitate the service. If the individual did not attend Grace Chapel, we would simply ask for you to provide the name and contact information of the individual you would like to officiate the service, so we can connect with him to ensure this is a right fit.

VIEWINGS

If you would like to have a viewing before the service, our chapel is available for this purpose, simply let us know. We can work with the funeral home to help with casket placement and access.

DAY OF DETAILS

On the day of the service, our 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 light refreshments and will be a place to rest and gather prior to the start of the service. About ten minutes prior to the service, the officiating 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.

SET UP AND CLEAN UP

The setup and tear down for the event will be taken care of by our volunteer and facility team. We ask that you take care of all your personal belongings and flowers.

*We accept flowers Monday - Thursday 8:30am - 4:30pm and within two hours prior to the service. Please ensure this is noted for those who may be sending these.

RECORDING

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

SERVICE NOTIFICATION



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

SERVICE COST

We provide this service at no cost for you. Our heart is that this is our way to show you the love of Christ. If you would like to give a donation to Grace Chapel you may do so, but nothing is required or requested. This is our gift to you.

Thank you for taking the time to read this. If you have any questions, please feel free to reach out to the individuals below:

Steven Sardisco, Associate Pastor | ssardisco@gracechapel.org

Joey Rothman, Program Director | jrothman@gracechapel.org

You are Greatly Loved,

Grace Chapel's Care Ministry