



**FIRST PRES**  
COLORADO SPRINGS

# Planning a Memorial Service

## at First Pres, Colorado Springs

Memorial services at First Pres are grounded deeply in our understanding that Jesus has conquered death through His work on the cross, and in our Lord's promise of life beyond death for all in relationship with Him. They are also an opportunity to celebrate the life of loved ones who have died, giving thanks for how God used them to touch our lives.

Preparing for a memorial service requires many decisions, and our Memorial Coordinator and officiating pastor will meet with you to coordinate service details. If you've not already scheduled a date for your loved one's service, please contact our Caring Ministries Office (719-884-6145) as soon as possible, so we can coordinate church facilities and personnel. As we seek to serve your family in this time of loss, we hope you'll find the following information helpful.

## Scheduling a Service

A service may be scheduled Monday through Friday from 10:30 a.m. to 2 p.m., pending availability of space and minister.

When scheduling a service, please let us know if you would like to have a reception at the church as well. This will help us find the best time and space for both service and reception.

Services are officiated by one of our installed ministers. If an outside minister is requested, a First Pres minister will host and co-officiate.

## Music

Music selections should be sacred and appropriate for a service of Christian worship; we respectfully request that any secular songs be utilized during the reception. First Pres musicians will be scheduled through our Caring Ministries office once we know of your desires (exceptions are a bugler or bagpiper hired by the funeral home). Any request for musicians not on our church staff must be approved by our Music Department, and we request that one of our musicians still be involved in the service. Because of our church's value of incarnational, in person ministry in worship, we request that music during the service be live rather than recorded (the latter may be utilized during the reception). If you're unsure which songs to include, we can offer suggestions.

# Words of Remembrance

If family or friends are invited to speak about your loved one, roughly 20 minutes of sharing works best for the service flow. Please ask these speakers to prepare tributes that will fit this timing (i.e., four speakers for 5 minutes, two speakers for 10 minutes, etc.). Asking them to write out their remarks will also help them know how to conclude.

# Service Recordings

First Pres will provide a video recording of services in the Sanctuary and an audio recording of services in the Cathedral Room; a copy of either type of recording will be provided within a week of the service. If families wish to livestream a service from the Sanctuary, we can do so for a fee of \$175 that will cover outside personnel. Families wishing to livestream a service from the Cathedral Room may do so from their phones or laptops.

# Slideshow

If a slideshow of pictures is requested, we begin these 10 minutes prior to the service. If you're putting the video file together, please submit an MP4 video file in 720p or higher resolution on a flash drive to Caring Ministries at least a week prior to the service. You may also provide a thumb drive of jpeg photos that our AV team will create a slide show with. The file size of these photos needs to be as large as possible for projecting on our screens, preferably 1 meg.

# Presence of the Body

A casket is rarely present during a service. If you desire to include it, we respectfully request that it remain closed during the service, as our focus during that time is on the promise of resurrected life beyond our earthly bodies. A medium-sized picture of your loved one can be placed on the front table, as well as an urn if your loved one is cremated.

# Reception

A reception of beverages, cookies, mints and nuts is provided as a gift from our Deacons for members and non-members. Additional items at further cost may also be ordered.

A table will be provided if any pictures or memorabilia are displayed at the reception. Please let us know if you desire this.

Music and/or pictures may be played during a reception, depending on the room used and AV capability. Please request this during initial conversations with our Memorial Coordinator, so equipment and proper setup can be arranged. We do not provide an open mic during the service, but this can be an option at a reception if you wish.

# Memorial Expenses

There is no facility charge for a memorial service at First Pres, and bulletins will be printed at no charge.

If an organist and/or soloist is desired, the fee is \$200 for each musician or \$250 for a musician who both plays and sings. An honorarium amount for the pastor is left to the family's discretion.

All fees should be given to the Memorial Coordinator prior to the service.

# Day of Service

Please work with your family to arrive at least 45 minutes prior to the service. If you plan to set up a memorabilia table for your loved one, plan to arrive at least an hour early. If a slideshow is included, family will be escorted in 15 minutes prior to the service so they can watch it.

Your family will have a private room to gather in prior to services in the Sanctuary.

Rows of pews will be reserved for your family in the front of the Sanctuary. Please update us with any revisions from initial estimates, so we can reserve sufficient space. Each pew comfortably seats 8-9 adults; it's helpful to work with your family on seating arrangements prior to the service.

You will be responsible for flower arrangements and guest book. We will move any flowers, pictures, cards and guest book from service to reception.

# Donations

In lieu of flowers, you can request donations to a First Pres ministry of your choice.

You can also memorialize your loved one by creating an endowment fund in the First Presbyterian Church Foundation. These legacy gifts fund ministry beyond the church's operating budget, helping students attend college and seminary, and youth participation in camps and mission trips, to name a few. Each legacy gift is commemorated with a leaf on the Legacy Tree, located in the breezeway between the Worship Center and Sanctuary.



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