



All funeral or memorial service inquiries are to be directed through the Pastoral Care office by contacting **Jane Torbica**, jtorbica@FCchurch.com or **614-488-0681, ex. 235**. We will set up a planning meeting with your presiding pastor and have the date, location, and time verified with the church.

Included is a list of questions to discuss with your family, a list of fees, and some musical options to consider.

1. Is there a specific Pastor you would like to ask to preside?

2. Is there a graveside burial or interment service planned for the same day?

	Yes	No
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 - a. If so, where? What time?

3. Are you planning on interring ashes in the Columbarium at FC-North or Memorial Garden at FC-South? Pam Jameson, Facilities Director, can assist you with those details.
pjameson@FCchurch.com 614-488-0681, ext. 232

Yes	No	I'd like some more info on this
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4. Will there be a funeral home present? If so, please provide contact information for funeral home and funeral director.

5. Will there be a casket or urn present at the service?

Yes	No	Undecided
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6. Traditionally, scripture is read at a memorial service. Which scripture(s) would you like? (You may also opt to have FCC clergy pick the scripture.) **Have Clergy select**
 - a. Are there any other special readings you want included in the service? (Readings must be approved by presiding clergy.)

7. Who will be speaking/eulogizing/offering words of remembrance at the service with prepared remarks? (3-5 minutes each, 3 people or less)

8. Do you want music at the service? (List of fees below)

	Yes	No
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 - a. Typically, when you request an organist/pianist, they will play 15 minutes of a prelude preceding the service, 1 or 2 musical pieces of your choosing during the service (optional), and a 5-minute postlude following the service.
 - b. Out of respect for our musicians and the sacredness of our worship, it is our policy that all music is performed live, without pre-recorded selections or accompaniments. Our music staff will assist you in your music selections and reserves the right to refuse or assist in the hiring of additional musicians to meet your request.



If you are considering music, what type of music would you like? Organ, piano, both? (For a list of suggested music choices, see below)

- c. Are there specific songs/hymns you would like?
 - d. Do you want any hymns for congregational singing? If so, what hymn(s)?
 - e. Do you have specific songs or hymns in mind for the prelude/postlude? Or would you like our organist to decide? **Have Organist select**
 - f. Do you have a special guest/family musician or singer you plan to invite to participate in the service? Will they need an accompaniment?
 - g. If you have questions and would like to discuss music possibilities further, let your presiding clergy know and they will coordinate with appropriate musicians.
9. Are you planning to show a slideshow at the service? If so, that will need to be sent digitally to our Technology Director, Stewart Pitchford (spitchford@FCchurch.com) at least three (3) days prior to service. **Yes No**
10. Would you like the service videotaped or live streamed on FChurch.com? (See list of fees)
Yes No
11. What is your best guess for the number of family and friends who will be present?
12. Would you like a printed program? If so, how many total? **Yes No**
13. Are you interested in a light reception at the church? (See attached reception policies and fees.)
Yes No

Your **Ceremony Coordinator, Robin Hood**, rhood@fcchurch.com or 614-488-0681, ext. 202 will be your coordinator on the day of the Memorial Service. She will be in contact with you a few days prior to the service for information about the details of the service. (Parking, breakroom for families, timeline for the day, etc.)



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Member Service of Memory Fees

Coordinator- \$175

Organist/Pianist- \$275

Organist/Pianist w/Vocalist- \$300

First Community Vocalist- \$200

Technology Director- \$135 (includes 6 audio CDs)**

Live-streaming/Video recording (includes DVD)- \$450

Reception- \$50

Clergy- \$300 honorarium (optional)

*Payment should be brought by the day of the service and given to Robin Hood, Ceremony Coordinator. Payable by one check to First Community Church.

Non-Member Service of Memory Fees

South Campus Chapel- \$250

South Campus Sanctuary- \$350

North Campus Sanctuary- \$350

Coordinator- \$175

Organist/Pianist- \$275

Organist/Pianist w/Vocalist- \$300

First Community Vocalist- \$200

Technology Director- \$135 (includes 6 audio CDs)**

Live-streaming/Video recording (includes DVD)- \$450

Reception- \$100

Clergy- \$300 honorarium (optional)

*Payment should be brought by the day of the service and given to Robin Hood, Ceremony Coordinator. Payable by one check to First Community Church.

**Audio CDs and Technology Director fee not included for services held in Burkhart Chapel.



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Recommended Music for Services of Memory

Dr. C. Andrew Blosser, Director of Music

Email: ablosser@fcchurch.com

Phone: (614) 488-0681, ext. 213

Organ Prelude Selections:

- Amazing Grace! How Sweet the Sound (arr. Don Hustad)
- French Suite V in G Major BWV 816: Sarabande (J.S. Bach)
- Selected hymns

Piano Meditations:

- Clair de Lune (Claude Debussy)
- Suite Bergamasque: Prelude (Claude Debussy)
- French Suite V in G Major BWV 816: Sarabande (J.S. Bach)

Soloists from the First Community Professional Vocal Staff:

- Andy Blosser
- Kiffy Kokal

Selections for Soloists:

- On Eagles Wings by Michael Joncas arr. by Mark Hayes
- Amazing Grace setting by Craig Courtney
- It is Well with My Soul arr. by John Ness Beck

Organ Postlude Selections:

- Ein' feste Burg ist unser Gott by Johann Gottfried Walther
(A Mighty Fortress is our God)

Congregational Hymn Suggestions:

- *Amazing Grace* (#547 New Century)
- *Abide with Me* (#99 New Century)
- *For All the Saints* (#299 New Century)

- *In the Bulb There Is a Flower* (#433 New Century)
- *My Life Flows On in Endless Song* (#476 New Century)
- *Precious Lord, Take My Hand* (#472 New Century)
- *Shall We Gather At the River* (#597 New Century)
- *Morning Has Broken* (#53 Chalice)
- *Be Still My Soul* (#566 Chalice)
- *Be Thou My Vision* (#595 Chalice)

*Any specific requests by the family will be considered.



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First Community Memorial Service Receptions

Reception Fee:

Members- \$50.00

Non-members- \$100.00

Space is made available for a simple reception following a memorial service based on the following guidelines:

- A reception fee is charged to cover Facilities staffing for setup and clean-up.
- The length of a reception is limited to **one hour** following a memorial service. After one hour has passed, the Ceremony Coordinator and Facilities staff will begin the process of cleaning up the space and helping families to collect their belongings.
- Receptions are held in the Weist Room and Gallery at South, or the Narthex at North.
- Rooms are used “as is” apart from tables for placing desserts/finger foods.
- Food is limited to handheld desserts and/or finger foods not requiring flatware. (i.e. cookies, brownies, cheese and crackers, veggies and dip)
- Families are responsible for providing any food, serving trays, paper plates, and napkins. The Facilities staff will be glad to place these items during the service.
- The church will provide beverages including coffee service, with creamers and sugar, hot water, tea packets, and ice water. Paper cups, lids, and beverage napkins are made available for the drinks. If requested, lemonade can also be included.
- Alcohol is not permitted.

For further information contact:

Pam Jameson, Director of Facilities Ministry

Phone: (614) 488-0681 ext. 232 or Email: pjameson@FCchurch.com