



first community

where everyone is accepted

First Community Funeral and Memorial Service Planning Guide

Please return this form to the Pastoral Care Office

*Please complete the fields below and keep this document with your important papers and share a copy with your designated contact person(s). A copy may also be kept on file in the Pastoral Care office if so desired **by scanning and emailing this document to Jane Torbica, jtorbica@FCchurch.com 614-488-0681 ex. 235, or mailing a copy to the Pastoral Care office at First Community South (1320 Cambridge Blvd, Columbus, OH 43212).** This guide is for planning purposes and does not replace a will or official legal/financial documents. It is meant to assist families and friends in honoring the person's wishes and providing contact information. Please note: We are unable to accept payment for services in advance; arrangements and pricing will be finalized at the time of need.*

Name of the Person for Whom Planning is Being Done:

Phonetic Pronunciation of Name:

(Please spell out how the name should be said aloud – for example, “Johan (yo-han) Smith”)

Contact Information at Time of Death – Those Closest to Me

*Please list all family members and significant others (e.g. spouse, partner, **all** children, best friend, etc.) so that the pastoral care office knows who to reach out to and keep in touch with.*

Primary Contact at Time of Death:

Phone Number(s):

Email Address(es):

Physical Address:

Additional Contact:

Phone Number(s):

Email Address(es):

Physical Address:

Additional Contact:

Phone Number(s):

Email Address(es):

Physical Address:

Additional Contact:

Phone Number(s):

Email Address(es):

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Physical Address:

Additional Contact:

Phone Number(s):

Email Address(es):

Physical Address:

Additional Contact:

Phone Number(s):

Email Address(es):

Physical Address:

All funeral or memorial 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 setup a planning meeting with your presiding pastor at the time of need 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?

- ☐ Rev. Mary Kate Buchanan
- ☐ Rev. John Girard
- ☐ Rev. Sarah Kientz
- ☐ Rev. Dr. Glen Miles
- ☐ Rev. Seth Stearns
- ☐ No preference

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

a. If so, where? What time?

3. Are you planning/interested on interring ashes in the Columbarium at FC-North or Memorial Garden at FC-South? We will get you in contact with Pam Jameson, Facilities Director, to answer any questions and discuss associated fees.

4. Will there be a funeral home working with your family? If so, please provide contact information for the funeral home and funeral director.

5. Are you planning on a burial or cremation?

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

7. Are there any particular scripture verses that are meaningful/comforting to you? (You may also opt to have FCC clergy pick the scripture.)

- a. Are there any other special readings you want included in the service? (Readings must be approved by presiding clergy.)

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

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

- 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?

- f. Do you have a special guest/family musician or singer you plan to invite to participate in the service? Will they need accompaniment?
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- 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.

10. Are you planning to show a slideshow at the service? Slideshows are typically shown while folks are gathering and again after the service is over while folks are leaving. If so, please send the slideshow digitally to our Technology Director, Stewart Pitchford (spitchford@FCchurch.com) at least three (3) days prior to the service.
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11. Would you like the service to be videotaped or live streamed on FCchurch.com? (See list of fees)
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12. What is your best guess for the number of family and friends who will be present? Start small with how many immediate family members you anticipate and then work out from there. A rough guess is helpful.
-

13. Would you like a printed program?
-

14. Are you interested in a small reception at the church? (See attached reception policies and fees.)
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Your **Ceremony Coordinator, Robin Hood**, rhood@FCchurch.com or 614-488-0681, ex. 202 OR **Jane Torbica**, jtorbica@FCchurch.com, 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.)

Memorial Service Fees

**Fees Subject to change.*

**We are unable to accept payment for services in advance; arrangements and pricing will be finalized at the time of need.*

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 made by one check to First Community Church and brought by the day of the service and given to your 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 the Ceremony Coordinator and payable by one check to First Community Church.*

***Audio CDs 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

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)

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)

*Any specific requests by the family will be considered.



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First Community Memorial Service Reception Guidelines

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