

Guidelines for Memorial Services and Remembrance Fund
Community Congregational Church of Chula Vista

* * * * *

Here, at Community Congregational Church, we offer two ways to honor family members and friends. These consist of Memorial Services that are Celebrations of Life, and The Remembrance Fund (Memorial Fund).

Memorial Services

Memorial Services at Community Congregational Church are services honoring and celebrating the life of the loved one. They are respectful and sacred, but not somber. We believe that life continues beyond the portal of death, and so services here reflect that joy and offer comfort to those who remain. Pastoral Staff are prepared to lead the family and friends through the creation of such a service of celebration.

Through the Diaconate, Pastors and Staff, we provide:

- The use of church facilities to hold a Memorial Service, and if the family requests it, a light reception of cookies and beverages in Bradley Hall (see below)
- Custodial support to set up, monitor and clean up
- Secretarial support to prepare and print a bulletin
- Notifying the congregation of the time and date of the memorial services, via internal publications and/or Sunday Worship services
- Permission for the family of the deceased to invite another Pastor to participate in the service; this is done by the family discussing their request with the CCCCVC Pastor involved, and then the CCCCVC Pastor extending the invitation to the other Pastor to participate
- Space and time in the Church service for Masonic, VFW, OES, or other organizations to present their ritualized Memorial Service
- A podium for a Guest Book; the family of the deceased provides the book (funeral homes and bookstores have these for purchase).
- Family meetings with the CCCCVC Pastor; these are for the purpose of discussing and preparing a Service Celebrating the Life of the Loved One, and to begin the grieving process by sharing stories and receiving pastoral care.

Light Reception:

- Two spaces are available for a reception: the Church Lounge (capacity 50) or Bradley Hall (capacity 150 reception)
- Punch and cookies may be prepared by the Church for a donation of \$50 per 100 guests.
- A more robust reception of finger sandwiches and other munchies may be prepared by the Church for a donation of \$200 per 100 guests.

Honorariums:

Depending on the extent of your memorial service and/or reception, the minister will work with you to provide and fairly compensate the various staff needed to best facilitate your special day of remembrance, honoring and celebration.

Remembrance Fund (Memorial Fund)

The CCCCW Remembrance Fund—or Memorial Fund—offers an opportunity to honor family members and friends during happy occasions or in times of sympathy, bereavement and loss. Financial gifts may be made in honor or memory of a member, relative or friend. These gifts are acknowledged personally by the Memorials Committee, absent of the amount of the gift. The names of donors and honorees are included in the Church's monthly newsletter, unless otherwise requested.

Financial Gifts may be designated to a particular area of Church Life, such as:

- Music Ministry
- Youth Ministry
- Scholarship Fund
- Home Touch Ministry
- Educational Ministry
- Other, of your own choosing

Financial Gifts, without a desired use stated will be deposited into the general Remembrance Fund, which is overseen by a committee of church members, and used for special needs as they arise.

The Church requests that Financial Gifts to the Remembrance Fund not be used for salaries or current budget items. Rather, financial gifts to the Remembrance Fund are to be used for such items as:

- Lasting identifiable physical items benefiting the church or community
- Items not in the budget that will increase the effectiveness of the church's ministry
- For any suggestions of the donor's choice. These suggestions are discussed and approved by the Memorials Committee.

Envelopes for gifts to the Remembrance Fund are available in the Church Office and in the Narthex (entrance area) to the Sanctuary.

Also, Memorial Plaques can be purchased and mounted on our Memorial Wall, to remember those who have entered life eternal. Please see the Church Office for the form to purchase a Memorial Plaque.