

Memorial Donations

We welcome the designation of Central Presbyterian Church for memorial donations. Any memorial donations will be acknowledged to the donor and to a designated member of the family.

Memorial funds received by the church will be used to support the overall mission of Central Presbyterian Church.

Memorial donations for other charities should be addressed directly to them.



Central Presbyterian Church

Summit, New Jersey

Planning a Service for a Deceased Loved One



*Today, God says to you...
For I am the LORD, your God,
who takes hold of your right hand and says,
fear not; I will help you.
(Isaiah 41:13)*

This brochure is intended to help guide you through the decisions that you will need to make as you plan a service for your family member or friend. We hope that the information provided will make planning easier for you.

Your pastor and the church will walk with you and support you as you plan. Know that people are praying for you.

Information In This Booklet

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Requests for the Service

Readings

Scripture _____

Other _____

Hymns _____

Organ Music _____

Guest Musicians

() Soloist _____

Music to Be Sung _____

() Instrumentalist _____

Music to Be Played _____

Other Participants in the Service

Names of those who will help us celebrate & share remembrances

Readers _____

Person to Assist with the Welcome _____

Picture(s) for the bulletin

() Front Caption _____

() Back Caption _____

Other requests for the service _____

Other Notes...

*Preparation for Your Meeting With the Pastor
For use by family members and friends
as they prepare a service celebrating the life of a loved one*

An 8 1/2 X 11 size copy of this form is available in the church office.

Name of Deceased

First Middle Last

Address _____
Street City State Zip

Date of Birth _____ **Date of Death** _____
Month Day Year Month Day Year

Name of Family Contact: _____

Email _____ **Telephone** _____

Mailing Address _____

Funeral Home, Contact, and Phone Number

Service Preference

We want to hold the service in

() The Sanctuary

() The Chapel

() Other _____

The Interment Date _____ Time _____

() In the Central Memory Garden

() Burial Location _____

Reception () at Central () not at Central

(See information on what the Deacons will do and your responsibilities.)

() Catering — Name of Caterer: _____

In lieu of flowers contributions may be made to

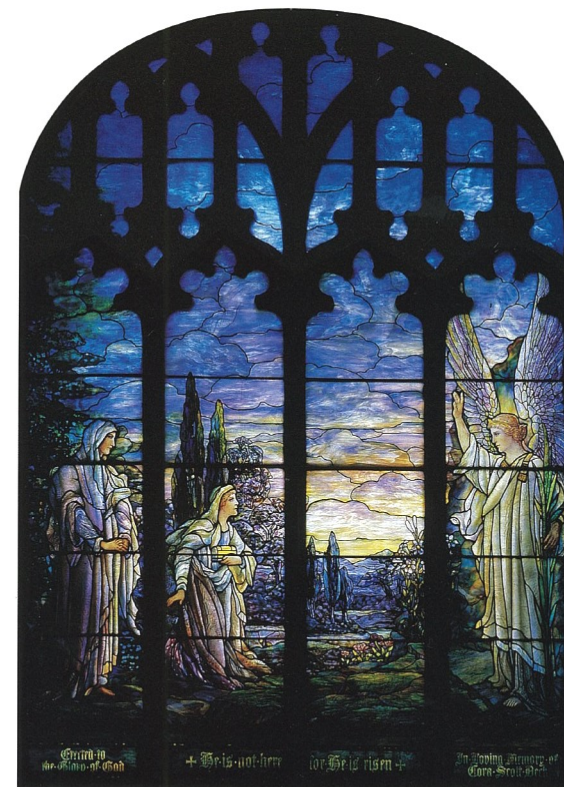
() _____

() Memorial Fund of Central Presbyterian Church

Officiating Pastor _____

The Easter Window

In the Sanctuary at Central Presbyterian Church



*The Easter window portrays the resurrection story from
Matthew 28:1-7*

At the center of our Christian faith is the Resurrection. On Easter Sunday we sing and we proclaim that “Jesus Christ is risen today.” When a loved one dies, no matter what the age, we may be filled with sorrow, even anguish. Followers of Christ ultimately claim hope in the resurrection of the dead.

Do These Things First

If you haven't already done so, you will need to choose which funeral home and funeral director to use. Funeral directors are a good help in moving through the maze of things that need to be done at the time of death.

Always talk to the pastor before deciding on the date and time for the service. The pastor will help you coordinate dates and times with the church calendar and musicians. Meet with the pastor at your home or at the church.

Contact appropriate family members and friends. Ask someone to be with you and help you (maybe answering the phone, running errands, etc.).

Questions Frequently Asked When Planning a Service

When to have the service

Traditionally, memorial services were held 3-5 days after a person had died. However, it is becoming increasingly convenient for family and friends to hold memorial services on Saturdays. Central Church is not regularly open on Saturday, and staff is not regularly available. If you desire a Saturday service, it is recommended that you select 2-3 possible Saturdays so that there is a better chance that a Saturday can be scheduled that will work for the facility and the staff.

Where to have the service

Services are held in the chapel (seats up to 80), and in the sanctuary (seats 500). Sometimes the service is held at a funeral home. At other times it is appropriate to have a gathering at graveside only.

Who ushers?

Deacons will be ushers.

Planning a Reception Following a Service at Central Presbyterian Church

When requested, the Church can provide coffee and tea for receptions that are held at Central after a Service. It is the responsibility of family and friends to provide other non-alcoholic beverages, the food, and all disposable products such as plates, toothpicks, napkins, utensils, cold and hot beverage cups.

Some people choose to hire a caterer, and occasionally, people choose to hire a person to help serve and clean up afterward. The church office shall be notified about the arrangements the family has made, and be given contact information of the responsible persons. The family shall check with the church office prior to finalizing details with outside vendors.

Receptions are held in the Fellowship Room which provides standing room for 60-80 people. If more space is needed we will also use a portion of the adjoining auditorium.

Often, as part of celebrating the life of the person who is no longer with us, families and friends choose to place pictures and other memorable items in the Fellowship Room for everyone to see. We can provide tables or easels to display some of these items when requested in advance.

Sometimes, family and friends provide a floral arrangement for the reception. However, often an appropriate choice is to move flowers from the service into the Fellowship Room, and if this is to be done, the family shall designate somebody other than church staff or deacons to move them at the end of the service.

The following information is provided for your convenience.

Caterers

Adrian's Caterers
1100-08 East 2nd Street
Plainfield NJ 07062
(908) 313-6568

Batavia Café
356 Springfield Ave
Summit, NJ 07901
(908) 918-0100

Kings Supermarket
784 Springfield Avenue
Summit, NJ 07901
(908) 598-4502

ShopRite Supermarket
727 Morris Turnpike
Springfield, NJ 07081
(973) 376-3028

Towne Delicatessen
810 Old Springfield Ave
Summit, NJ 07901
(908) 464-5400

Florists

Parker's Petals
160 Broad Street
Summit, NJ 07901
(917) 597-3884

Rekemeier's
13 Ashwood Avenue
Summit, NJ 07901
(908) 277-6333

Summit Hills Florist
789 Springfield Avenue
Summit, NJ 07901
(908) 273-1424

*Your word is a lamp to guide my feet, and a light for my path.
Psalm 119:105*

Scripture Passages That Are Often used at Services

Psalms 23	The Lord is my shepherd
Psalms 46	God is our refuge and our strength
Psalms 90:1-10, 12	Teach us to number our days
Psalms 121	I will lift up my eyes to the hills
Ecclesiastes 3:1-15	For everything there is a season
Isaiah 40: 28-31	Those who wait for the Lord shall renew their strength
John 3: 16-21	God so loved the world
John 11:38-44	I am the resurrection and the life
John 14:1-6, 25-27	I go to prepare a place for you
Romans 6:3-9	Baptized into Christ's death, raised to life with him
Romans 8:31-39	Nothing can separate us from the love of God
I Corinthians 15:3-8, 12-20a	Christ raised from the dead
I Corinthians 15:20-24a	In Christ shall all be made alive
I Corinthians 15:35-44	The natural body and the spiritual body
I Corinthians 15:50-57	We shall all be changed
Ephesians 2: 1, 4-10	Saved by grace through faith
Revelation 21:1-5	A new heaven and a new earth

Hymns That Are Often Used at Services

A Mighty Fortress Is Our God

Abide With Me	Jesus Christ is Risen Today
Amazing Grace	Lead On, O King Eternal
Be Still My Soul	O For a Thousand Tongues to Sing
Be Thou My Vision	O Love That Wilt Not Let Me Go
Blessed Assurance	On Eagles Wings
For All the Saints	Our God, Our Help in Ages Past
God of Our Life	Praise My Soul, the King of Heaven
Here I Am Lord	The King of Love My Shepherd Is
In The Garden	The Lord's My Shepherd

Of course, there are many other Scripture Passages and Hymns that could be used at a Service.

How are the music, the scripture, and readings chosen?

Ideally, the person who died will have left some suggestions for the service. The pastor, in consultation with designated family and friends, will choose the components of the service. (*See the suggestions in this booklet.*) A bulletin for mourners to follow the order of the service may be printed by the Central office staff or someone else chosen by the family. A song leader is highly recommended when congregational hymns are chosen.

Are flowers required?

It is not necessary to have flowers. However, if flowers are desired, one arrangement is sufficient for the chapel and one or two arrangements for the sanctuary. Floral arrangements used in the worship space are often taken to a reception.

May we have a reception at church?

Yes, some receptions are held at the church after the service. (*See information in this booklet.*)

What is the Committal Service? When does it occur?

A Committal Service is brief and is held at the site where the remains will be interred: a cemetery; a columbarium; or a place like Central Presbyterian Church's Memory Garden. The family may choose to hold the Committal Service either immediately before or immediately after the Memorial Service that celebrates the life of your loved one.

What are the fees?

The fees are as follows:

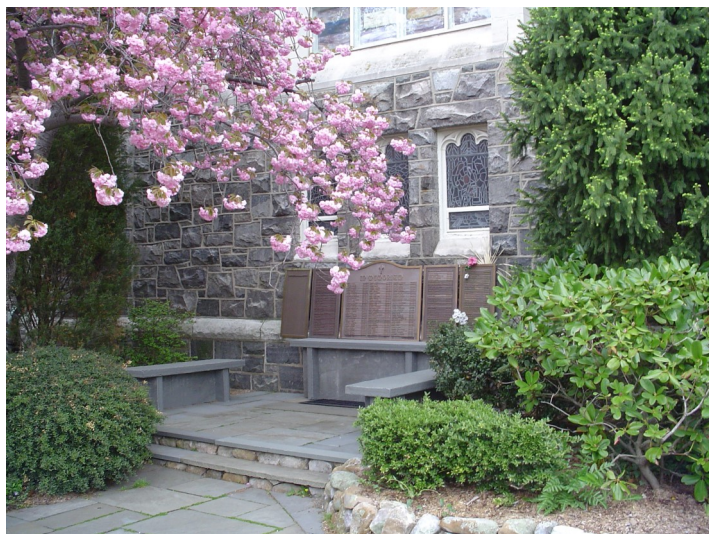
Deacon's Fund \$150 (*suggested donation*)

(Check payable to Central Presbyterian Church—Deacon's Fund)

The following checks should be payable to the individual:

<u>WEEKDAYS</u>		<u>SATURDAYS</u>	
Organist	\$225	Organist	\$275
Instrumentalists	\$225	Instrumentalists	\$225
Soloist	\$150	Soloist	\$150
Song Leader (no solo)	\$100	Song Leader (no solo)	\$100
Pastor Honorarium		Pastor Honorarium	\$300
(at the discretion of the family)		For expenses incurred for building use on a Saturday: (<i>one of the following payable to the church</i>)	
		No reception	\$100
		Small reception	\$150
		Large reception	\$200

The Memory Garden



...a sacred resting place...a place for quiet meditation...

The Memory Garden is a sacred resting place for use by members, former members, and their immediate families. When desired, their ashes may find a permanent resting place within the shelter of this garden. The ashes are scattered and mixed in with the earth.

The names of those whose ashes are committed here are placed on a bronze plaque in the Memory Garden.

The Memory Garden will be maintained in perpetuity. A one time fee of \$250.00 will cover the cost of the individual plaque with the remainder being placed in a fund for maintenance and purposes approved by the Memorials Committee.

Of course, other memorial gifts are gratefully accepted. For additional information, please speak with the pastor.

MEMORY GARDEN BRONZE PLAQUE

An 8 1/2 X 11 size copy of this form is available in the church office.

Please complete this form and return to:

Central Presbyterian Church Memory
Garden
70 Maple Street
Summit, NJ 07901

MEMORY GARDEN BRONZE PLAQUE ORDER FORM

On the line below, please print the name and date **exactly**
as you wish it to appear on the plaque

Sample: John S. Smith 1920 – 2000

Name

Year of Birth – Year of Death

There is a fee of \$275.00 for burial in the Memory Garden. This fee covers the cost of the plaque and maintenance of the grounds surrounding the bronze roll.
(Make the check payable to *Central Presbyterian Church* with the notation *Memory Garden*.)

So that we may inform the family when the plaque arrives, please fill out the information listed below:

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____