



CEDAR GROVE
COMMUNITY CHURCH

MEMORIAL SERVICE INFORMATION

Sarah Alessi Memorial Coordinator

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Our prayers are with your family during this time of loss. We will do everything we reasonably can to honor God, your loved one, and comfort your family.

CEDAR GROVE WILL

- Present the Gospel at all memorial services
- Schedule a pastor to conduct the service
- Reserve the facility at Cedar Grove
- Help you plan the service (45 – 60 min length)
- Design and print up to 100 memorial programs (optional)
- Pray for your family and friends as you go through this difficult time

Please Note

- Since we do not offer viewings, our planning is based on closed casket services or urns
- Due to our weekend services, we cannot hold memorials Fridays to Sundays
- Memorial services may be scheduled on Mondays to Thursdays between 10:00 a.m. and 3:00 p.m. (No later than 3:00 pm to allow for clean-up)

PLANNING MEETING

An initial meeting will be scheduled between the family, Cedar Grove pastor, and Cedar Grove Memorial Coordinator. At that meeting, the details of the service will be outlined. This includes the order of service and various responsibilities. Following that meeting, the Cedar Grove Memorial Coordinator will inform the appropriate Cedar Grove staff of the details so they can perform their tasks successfully. *It is extremely important that all people planning the service attend the Planning Meeting.*

RESPONSIBILITIES OF FAMILY AND FRIENDS

- Tour the assigned memorial facility and approve the location
- Notify family, friends, and newspaper (if desired) of the details about the service
- For each person speaking at service, please provide typed memories/stories/eulogy (or obituary) **at least 3 business days prior to the service.**
- Provide music selections **at least 3 business days prior to the service.**
- If requesting live musician/performer, please let us know so we may coordinate the required equipment and prepare for a sound-check.
- Family provides guest book and any displayed items or posters for the service.
- Family provides address of reception to be announced at conclusion of service.
- Family picks up all items brought in for the service including flowers immediately after the service is over.

CEDAR GROVE RESPONSIBILITIES

- Coordinate with Cedar Grove A/V tech(s)
- Assist with planning of the service
- Facility set up and clean up (Main Auditorium only)
- Download provided music for prelude and postlude

FUNERAL HOME REPRESENTATION

If you have already secured a funeral home for your loved one, please ensure that they understand they need to be in communication with the Cedar Grove Memorial Coordinator to ensure there is no duplication of services for you. For example, they may charge you for fees Cedar Grove already provides (clergy, audio, video, etc.).

PRESENTERS/SPEAKERS

We recommend having 1-3 individuals who may want to share a brief (**3-5 minutes**) memory/story/eulogy about your loved one. We ask each person to provide a typed page **at least 3 business days prior to the service**. This helps complement the message the Pastor gives and keeps the content appropriate.

* It is our policy NOT to allow an “open microphone”. Note: Please avoid last minute changes to the order of service.

SAMPLE ORDER OF SERVICE

Family waits in Green Room before service
Family is escorted into service while prelude song plays
Welcome, prayer and scripture
Eulogy or Obituary is read
Family sharing
Slideshow of loved one shown
Gospel message and prayer by pastor
Live musician (special music)
Final comments by pastor
Postlude song plays as family exits

MUSIC

If you would like specific music played before the service (**prelude** - as the family walks in) and after the service (**postlude** - as the family walks out), please provide it to us **at least 3 business days prior to the service** by providing the name of the song and artist. If no music selections are provided, we will choose an appropriate prelude and postlude.

If requesting a live musician/performer as special music during the service, please let us know so we may coordinate the required equipment and prepare for a sound-check.

*Music must be church appropriate. (Please no profanity or reference to drugs and alcohol, etc.)

RECEPTIONS

For an additional fee a reception can be held in our Multipurpose Room and includes use of our kitchen. Due to our limited staff we will not be able to setup or clean up the venue. All tables and chairs are available to be used by those desiring the space. The room must be reset for weekend services and the kitchen restored to the condition in which you found it. Please contact the Memorial Coordinator for more information.

TIMELINE & IMPORTANT DEADLINES5 business days prior to service – (not including Sat/Sun)

- Family meeting held with Officiating Pastor and Memorial Coordinator
- Tour of Facilities completed
- Order of Service determined
- Family has provided slideshow pictures and songs to contracted video tech
- One picture is designated for the “In Loving Memory Of” slide

3 days prior to service

- All typed speeches from people speaking at service have been provided to the Officiating Pastor and the Memorial Coordinator
- Family provides the 2 songs for the service
- Family entrance song
- Family exit song

FLORAL DELIVERIES

Please have individuals/florists/flower shops call our main office to arrange a time to drop off any floral arrangements. We request flowers be delivered the morning of the service, prior to the service – our office is open Monday – Thursday starting at 8:30 a.m.

Cedar Grove Community Church – 2021 College Ave. Livermore, CA 94550

NOTE: Please have a plan for taking the flowers that are delivered home after the service. We cannot receive flower arrangements and do not have the space to dispose of them for families.

LIVE STREAM- OPTIONAL

For those with family & friends who are unable to attend the service in person, Cedar Grove is able to live stream the service. The service would be live streamed via a private link on YouTube which you can distribute to family and friends. Using this service is included in the fee for the Video Technician.

SERVICE RECORDING - OPTIONAL

If you would like your service recorded, please provide the Memorial Coordinator with a flash drive of at least 16 gigs the day of the service. Using this service is included in the fee for the Video Technician.

SLIDESHOW – OPTIONAL

Cedar Grove Community Church uses state-of-the-art sound and video equipment. **For your convenience, a contracted video tech is available to prepare a slideshow for you for a fee.**

Please plan to scan all of the photos in the order you would like them to appear in the slideshow and provide 2 songs (including artist name) or links.

*Photos must be church appropriate. (Please ask us if you are unsure if a photo is appropriate)

ADDITIONAL FEES FOR SLIDESHOW CREATION

- | | |
|--|-------|
| • Basic slideshow of 65 pictures and two songs (Pictures are scanned in numbered order as they will appear in slideshow) | \$150 |
| • Additional 32 images and song (max of 3 songs and 99 images) | \$50 |
| • Expedited service (if video needs to be completed in <2days) | \$50 |

If you choose, you may produce your own slideshow. It must be formatted according to these specifications:

- QuickTime.mov or MP4
- H.264
- 16x9 aspect ratio (1920x1080 or 1280x720 resolutions)
- 8 minutes maximum

If you choose to produce your own video, we require that the finished slideshow be delivered to the church **at least 3 business days prior to the service** to verify that it will work with our equipment. *Please note, that if the slide show does not work we will not be able to use it in the service.*

CEDAR GROVE COMMUNITY CHURCH FACILITY AND SERVICE FEES

Auditorium & Lobby Rental For Service

Building Use, Members / Regular Attenders	\$0
Building Use, Visitors	\$500
Custodian	\$100

Multipurpose Main Room + Kitchen For Reception

Building Use, Members / Regular Attenders	\$0
Building Use, Visitors	\$200
Custodian	\$100

Cedar Grove Professional, Audio Visual and Musician Services

Memorial Coordinator	\$100
Audio & Production Technician	\$150
Video Technician (required if opting for a slideshow, recording, or livestreaming service)	\$150
Live Musician (optional)	\$150

Pastoral Services – (paid separately)

*Suggested honorarium for the Pastor	\$200
Graveside service in the Tri-Valley (same day of funeral)	\$75
Graveside service in Tri-Valley (different day of funeral)	\$100

The Cedar Grove Memorial Coordinator will provide an invoice listing the total fees for the service prior to the service. Please make check payable to Cedar Grove Community Church (due on the day of the service). Please give your payment to the Memorial Coordinator. Honorariums can be given directly to the pastor or given to the Memorial Coordinator separately from other fees. We are sorry Cedar Grove Community Church cannot accept credit cards.

SERVICE PLANNING QUESTIONS

(to be discussed in planning meeting with Cedar Grove Memorial Coordinator)

1. Have you already contacted a funeral home? Which one?
2. How many people do you estimate will attend the service?
3. Will there be a casket or an urn present at the service?
4. Will there be recorded music for prelude/postlude or live music? (Cedar Grove will provide prelude and postlude music if none is submitted).
5. Will there be any special music? Before/during service? What setup is needed? What instrumentation will there be?
6. Are there special readings or scriptures that you want included?
7. Would you like a formal obituary read? Who will read it?
8. Who will be speaking at the service and sharing about your loved one? (Reminder: Each person speaking at the service needs to submit a typed copy to Cedar Grove.)
9. How many seats do you need reserved for immediate family members?
10. Will there be a gravesite service? Private? Open to all?
11. Will there be a reception? Private? Open to all? Announced by whom?
12. Will there be a slideshow? If not, please provide a nice picture so we can make a slide to show during the service "In Loving Memory Of".
13. Would you like to have a reception line? If so, how would you like this to occur?

QUESTIONS ABOUT YOUR LOVED ONE

1. How did your loved one influence you to be a better person?

2. Describe them in one word.

3. What were their hobbies?

4. What were they passionate about?

5. Did they have faith in Christ? If so, please share about their faith.

6. Did they have a favorite scripture(s)?

7. Did they have a favorite pet?

8. What did they teach you about God?

9. Did they have a favorite song?

10. Any Bibles, journals, emails, texts, etc. that characterize your loved one - particularly their faith?