

Winchester Unitarian Society



Memorial Service and Reception Planning Guide

Revised 12/10

Winchester Unitarian Society
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Memorial and Reception Planning Guide

To help with the planning of a memorial service and reception, the church staff and the Pastoral Care Associates have compiled this planning guide to assist families as they make decisions about a memorial service and a reception.

Phone numbers:

Church Administrator:

Mary Ann Young

781-729-0949 (church office)

781-863-0963 (home)

Ministers:

Co-Ministers

Rev. Sarah Gibb Millspaugh

Rev. John Gibb Millspaugh

781-729-0949 (office)

781-835-9377 (cell)

781-835-9422 (cell)

Practical Matters

Date of the Service:

Start Time of Service:

Location of Service:

Sanctuary Chapel

Graveside

Location of Reception:

Symmes Room Metcalf Hall Parlor

Location other than church

Note: For church members, a Pastoral Care Associate will be at the service to help with any family needs before, during and after the service at the reception.

Memorial service costs

Signed Members

Building Use: No charge

Minister: No honorarium expected.
If the minister leads two services an honorarium may be requested.

Organist or pianist: \$300

Soloist: \$150

Sexton: \$25 per hour

Special order of services:
Family responsible for the cost
No charge - Simple order of service

Florist:
Family responsible for the cost.
(Note: Church uses Pondview 781-729-8255 in Winchester)

Guest Book:
Family responsible for

Reception:
No charge for building use

Food and beverages: Caterers
Family responsible for the cost
(See attached list of caterers.)

Non-members

Building Use: \$125

Minister: \$400 – 800 – varies
based on the level of planning
required and the service's complexity.

Organist or pianist: \$300

Soloist: \$150

Sexton: \$25 per hour

Order of services:
Family responsible for the cost

Florist:
Family responsible for the cost.
(Note: Church uses Pondview 781-729-8255 in Winchester)

Guest Book:
Family responsible for

Reception:
\$100 for building use

Food and beverages: Caterers
Family responsible for the cost
(See attached list of caterers.)

Planning a Memorial Service

Unitarian Universalist memorial services are custom-designed, reflecting the values, beliefs, and aesthetics of the deceased and the bereaved. The presiding minister will meet with your family days or weeks before the service to plan the service. He or she will want to know: did your loved one express any wishes for her memorial service? What tone are you seeking for the service? Would you like the eulogy to be written by the minister or by a family member? Who will deliver it? What was your loved one like as a person? What are some of your favorite memories? You may wish to bring materials from your loved one's life that can help the minister get to know different aspects of your loved one's personality. Our primary objective in designing and leading a service is to minister to the bereaved: to help you remember your loved one, to connect you with supportive community, to help you with your grieving.

Memorial services at the church are typically one hour in length. Graveside services are typically shorter, and can range in length from ten minutes to one hour. Both types of services can include readings, remembrances, a eulogy, and prayer. Because of their location in the church, memorial services can more readily include instrumental music and hymns.

A typical Memorial Service includes:

Prelude
Opening Words
Chalice Lighting
Hymn
Memorial Address (Eulogy)
Reading
Tributes
Musical Interlude/Solo
Prayer
Words of Consolation
Hymn
Closing Words
Postlude

A typical Graveside Service includes:

Welcome
Prayer
Reading
Prayer
Committal (of Remains)
Benediction

Graveside services must be arranged with the assistance of funeral homes as well as a minister.

Additionally, some services include an "open mic" for the gathered people to share memories.

The minister coordinates and presides over the service. Please consult with her or him before inviting speakers, musicians, or singers. If the deceased had a large family and/or a large network of friends and colleagues that wish to participate in the service, it is especially important that promises of participation not be made until you have discussed the content and length of the service with the minister - changes and modifications are needed as the service is developed.

Funeral Homes

Anderson Bryant Funeral Home

4 Common Street
Stoneham MA 02180
781-438-0135

Barile Funeral Home

482 Main Street
Stoneham MA 02180
781-438-2280

Costello Funeral Home

177 Washington Street
Winchester MA 01890
781-729-1730

Douglass Funeral Service of Lexington

51 Worthen Road
Lexington MA 02421
781-862-1800

Lane Funeral Home

760 Main Street
Winchester MA 01890
781-729-2580

Caterers

Baker's Best

27 Lincoln Street, Newton Highlands, MA 02461

Phone: 617-332-4588 / 617-332-8407

Email: admin@bakersbestcatering.com www.bakersbestcatering.com

Catering sales: Phone: 617-332-4588 / Fax 781-465-2027

Borrowed Butler Caterers

28 Driftway, Scituate, MA 02040

Phone: 781-545-9311

Email: borrowedb@aol.com www.theborrowedbutler.com

Capers Catering (Emma Roberts)

21 Emerson Street, Stoneham

Phone: 781-279-5100 www.caperscatering.com

Dagostinos

11 Waterfield Road, Winchester

Phone: 781-729-7984

Green Olive Catering (Susan McNitt)

2 Gill Street, Woburn

Phone: 781-376-0044 / 781-376-4344 fax

Jules Catering (Anita Baglaneas)

66 South Street, Somerville

Phone: 617-628-5977 www./julescatering.com

Neillios Gourmet Farm

53 Bedford Street, Lexington, Ma 02420

Phone: (781) 861-8466 / (781) 863-8400 fax

www.neillioscatering@verizon.net www.neillioscatering.com

Roses to Radishes Catering (Lisa Rubin)

125 Crescent Hill Avenue, Arlington, MA. 02474

781.641.1447 (home) / 617.435.5411 (cell) liseyloo@comcast.net

Via Lago Catering

1845 Massachusetts Ave., Lexington, MA

Phone: 781-861-8276

www.vialagocatering.com