

Arrival

Families should plan to arrive 30 minutes before a memorial service. They will be directed to the Hospitality Room, Parlor, or another suitable space. The lead pastor will pray with them and accompany them into and out of the sanctuary or chapel.

Reception

If a reception is desired at the church, consult the lead pastor about possibilities concerning refreshments. Second Family is available upon request to provide food for a reception for a member service. There is no charge for a member service if a reception is offered, but donations are gratefully accepted and will be used to host other receptions and Second Family ministries. The reception is an ideal place to display pictures and memorabilia.

Receptions will end two hours after the conclusion of the memorial service.

Honorariums

Conducting a memorial service is an important part of a pastor's call and ministry. If families wish to offer an honorarium and want guidance on an amount, they may contact the Church Administrator.

For most memorial services, \$100 is an appropriate base for the organist; \$150 if a solo is requested. \$100 is appropriate for the live stream technician if the service is to be streamed.

In addition to the honorariums, there will be a charge of \$500 to be paid to the church for a Saturday memorial service.



William R. Klein
Columbarium



In my Father's house are many mansions; if it were not so, I would have told you; for I go to prepare a place for you.
- John 14:2

THIS JAN 2025 PUBLICATION REPLACES
ALL PREVIOUS PUBLICATIONS.

Guidance for Committal and Memorial Services

Second Presbyterian Church
214 Mountain Avenue, SW
Roanoke, VA 24016

www.spres.org
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Guidance for Committal and Memorial Services

This resource piece is available to help those planning memorial services think through some practical decisions and is not meant to be a substitute for planning a service with a pastor. Our prayer is that the church will be an expression of the compassionate and healing presence of the living Christ for those who are grieving.

Second Presbyterian Church Provides

- Ushers
- Guest Books
- Space for a service and a reception
- Bulletins
- Securing of an Organist
- Securing of a Live Stream Technician

Scheduling the Services

To schedule a committal (graveside or columbarium) service and/or a memorial service, contact the pastor whom you wish to lead the service through the church office (540-343-3659). If there is to be more than one pastor officiating, one pastor will be the “lead pastor” who will be responsible for planning the service. It is hoped that a pastor who is out of town for work, vacation, or study leave will be excused from conducting a memorial service. Memorial services are not held on Sunday.

The three ordained ministers on staff take preparation of memorial services seriously.

Having more than one of the ministers participate is encouraged so responsibility can be shared.

It has become the tradition at Second Presbyterian for a graveside or columbarium service to take place before the memorial service. This practice relieves the family of unnecessary expense and logistics, and maximizes the worship experience and fellowship. The services of a funeral home are not required at a service on church grounds because the church provides ushers and guest books.

If both a committal and memorial service are to be held, please schedule them to allow the family time to regroup and relax before the memorial service begins.

Weekdays are the best for memorial services. Sunday services are not allowed, and Saturday services are difficult and should be avoided due to the demands on staff and members. As to times, we have discovered that family logistics are best served by a 10:00 a.m. for the committal service and 11:00 a.m. for the memorial service; or an early afternoon with the services scheduled an hour apart.

The sanctuary seats 400 people, and the chapel seats 130. The church will reserve the number of pews requested for the family. The church can accommodate overflow crowds. Let the church office know how many pews are needed for the family (540-343-3659, info@spres.org) and an estimate as to how many bulletins will be needed for the service.

Flowers for the Service

Only one flower arrangement is to be placed in the sanctuary or chapel, although additional arrangements may be placed in the room where the family gathers and where visitors are received. The lead pastor can advise the family as to which florists are experienced in providing arrangements for services at Second Presbyterian. For a committal service, urns that fit the niches in our columbarium are available in the church office.

The Order of Worship

A memorial service at Second Presbyterian Church is to be a service of worship celebrating the resurrection of Jesus. Music is to be sacred, and remarks are to be offered in the context of a worship service.

Please confer with the officiating pastor before making any arrangements concerning the service. Also, please do not arrange for any speaker or special music without first consulting the lead pastor. Any brief remarks by a guest speaker are to be limited to five minutes or less and will precede the Call to Worship.



Finding direction by following Jesus.