

Phone: 604-531-2979

E-mail: office@peninsulaunited.com

Worship: 2756 - 127th Street, Surrey, BC V4A 6L5

Minister: The Reverend Scott Swanson

Website: www.peninsulaunited.com

Office: 15639 24th Avenue, Surrey, BC V4A 2J6

Memorial Information for the Family

On behalf of the congregation, please accept our deepest sympathy at this time of loss. In the midst of your grief you will be making decisions and arrangements. If we can be of assistance to you please contact the church office.

When the church is involved in a memorial or funeral service, families sometimes wonder about the costs involved. We hope the following guidelines will be helpful to you.

Use of Sanctuary at the 127th Street site	\$250
Memorial Teas	\$200
Ministerial Honorarium	\$300
Pianist (Lonnie Delisle) <i>Lonnie Delisle leads the singing from the piano. If the requested music requires extraordinary preparation time, Lonnie will advise the family and negotiate a suitable increase in fee. If he is not available to play the piano, we will attempt to find a replacement musician.</i>	\$250
Soloist <i>Family is responsible for finding and paying any other soloist directly.</i>	\$ ____
Custodian <input type="checkbox"/> Basic Fee <input type="checkbox"/> Fee Incl. Memorial Tea	<input type="checkbox"/> \$50 <input type="checkbox"/> \$150
Audio Visual Technician	\$75
Slideshows <input type="checkbox"/> Create slideshow <input type="checkbox"/> Scan photos for the slideshow	<input type="checkbox"/> \$50 <input type="checkbox"/> ____
Total Cost <input type="checkbox"/> Excl. Memorial Tea <input type="checkbox"/> Incl. Memorial Tea	<input type="checkbox"/> \$925 <input type="checkbox"/> \$1,225
Live-Streaming: Contact Allan Baedak at 604.828.6435 or allan@wpmmedia.ca .	\$1,250 + GST

Please make the cheque payable to **Peninsula United Church**. Payment may be sent or brought to the Church Office prior to the date of the Memorial service.

Peninsula United Church Memorial Fund

The church gratefully receives donations in memory of a loved one. The person's name is recorded in our Memorial Book and the monies are used to enhance the life and work of the congregation under the direction of the Church Council.

Memorial Teas

The congregation of Peninsula United Church is pleased to assist at this time of bereavement. We are not professional caterers, but in friendship we offer to provide a pleasant setting and the opportunity for the gathering of family and friends following a service at Peninsula United Church.

The memorial tea is held in the lower hall of the church which is made as attractive and comfortable as possible with chairs, tables, linens, napkins and bud vases with flowers on the tables. Flowers from upstairs will be brought down. Coffee, tea, fruit punch and lemon water are served (no alcoholic beverages). Cost is \$200 for the tea.

Trays may be ordered from a deli or caterer. Families often order sandwiches, wraps, veggies and dip, cheese and fruit plates or dessert trays to serve guests. Most caterers require three days notice. The catering or deli staff are often helpful in determining the amount of food required. Please have trays of food delivered 1 to 1½ hours prior to the service.

Suggestions for caterers:

- Safeway (604-531-3422)
- Save On Foods (604-538-7331)
- Candlelight Cuisine (604-538-2662)

It is helpful to know the approximate number of guests expected in order to make adequate arrangements. Please arrange for someone to take home any remaining food after the tea.

Volunteers will see to the setup, serving and cleanup involved in your tea.

There is a memorial table set up in the lower hall for displaying pictures, flowers and the guest book from upstairs. Please coordinate with the host for the service if you would like a video to be playing during the tea.

Please confirm with the minister as soon as possible if these arrangements are suitable.

The minister will then notify the Memorial Tea Convenor who can be contacted at the number below if you have any special requests.

Memorial Tea Convenors	Memorial Host
<ul style="list-style-type: none">• Betty Lou Douglas (604) 531-2984	<ul style="list-style-type: none">• Kathy Matusiak (604) 531-1538

If you have any questions or comments, please contact the Church Office or the Officiating Minister at 604-531-2979.

Checklist for Family to Complete for the Memorial Host

The Memorial Host will phone a family member after the minister has been to see the family.
They are responsible for greeting, ushering, operating the sound system and attending the guest book.

- **How many family members will be present?** The family is usually seated in the front rows and the Memorial Host will need to know how many chairs and pews are required.

- **How many people are likely to attend?** This gives us an idea of how many chairs and pews are required for guests.

- **Does the family want a guest book?** If a large service (100 or more) we suggest two guest books or one with rings to divide into two parts. Funeral homes usually have guest books, however guest books can also be found at local stationery stores or online.

- **Will there be special music such as solos or CD requests?** This helps our sound person when setting up microphones, etc.

- **What are the family's wishes for flowers?** Delivery from a florist is best done 1-2 hours before the service begins. Do you wish to have a bouquet of flowers left for the Sunday Service? There are many flower shops in the area, most of which have provided flowers for memorials at the 127th Street site.

- **Will there be a PowerPoint or slide presentation? Would the family like other pictures of the deceased displayed? Example: at the guestbook table.**

- **Will there be memorabilia that the family would like displayed?**

- **How many parking spaces are required for the family?** They will be marked off in the front of the church.
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- **Which caterer will be used?** Please have trays of food delivered 1 to 1½ hours prior to the service.
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Other Information

Honorariums

- As discussed with the minister, they are usually given to the Memorial Host for distribution.

Meeting with the Memorial Host

- We appreciate members of the family coming to the church usually between two and three hours before the service. This is the time to bring the guest book, pictures, memorabilia, honorariums, flowers and any CDs that are to be part of the service. This also gives the family an opportunity to view the church and suggest where they might like flowers placed.

Arrival of the family at the church for the service

- About 15 minutes before the service is usually adequate.
- The family may gather in the library prior to the service, or downstairs if needed.
- The minister will lead the family to their seats or the family may seat themselves if they prefer a less formal start.
- There is an elevator to the lower floor, and there is one wheelchair available for persons with walking disabilities. Please inform the Memorial Host if you know that there will be people attending in a wheelchair so that chairs can be moved to provide room.