

MEMORIAL SERVICE INFORMATION AND GUIDELINES

We are so sorry for the loss you have experienced that has led you to this resource. The Pastoral Care Team's desire is to serve you as you think about the next steps in honoring your loved one's life.

WHO CAN HAVE A MEMORIAL SERVICE AT RPC|WE?

Members and attendees of the church and the immediate family of members and attendees of the church (parents, children, siblings, spouse) may schedule a memorial or funeral service at RPC|WE. There is no charge for the use of the facilities.

WHEN ARE SERVICES HELD?

Memorial services are held between 9:00am – 1:00pm Monday through Friday, excluding holidays. Seasonal ministry events may prevent services at certain times or venues during the week. The Pastoral Care Team can help you schedule an available time that works for your family.

WHAT IS INCLUDED?

- Initial planning session and ongoing service coordination by members of the Pastoral Care Team to arrange and complete all service details.
- Memorial service held in a space on one of RPC|WE's campuses lasting approximately 60 minutes (or less).
- Optional standing reception immediately following the memorial service in a space on one of RPC|WE's campus lasting approximately 90 minutes (or less).
- Pastoral Care Team and Funeral Volunteer Team will be present to provide service coordination and hospitality.
- RPC|WE A/V staff member to run all technology components of the service.
- Design and printing of standard 8.5x5.5-inch folded programs.
- Any tables, black tablecloths, or chairs needed in the service or reception space.
- A pastor or pastors to lead the service and provide a funeral message.

WHAT SPACES ARE AVAILABLE?

RICHMOND CAMPUS: For 20-150 guests, services are typically held in the Lakeside or Middle School Worship Area with a standing reception in the lobby of the Student Building. These areas are perfect for views of our beautiful landscape and have standard A/V capabilities to accommodate a standard service. For larger services (150-1400 guests), we recommend our Worship Center, with a reception in the Lakeside, Student Building, or our Children's Building.

However, RPC|WE has various spaces to accommodate nearly any size or “feel” of service. We will do everything we can to ensure your guests have the best parking possible and that the space where the service and reception are held is kept private.

WEST END CAMPUS: For 50-500 guests, services can be held in our Worship Center. This venue has all of the standard A/V capabilities to accommodate a complete service. Receptions can be held in the Children's Building or the adjacent Courtyard.

MISSOURI CITY CAMPUS: For 50-750 guests, services can be held in our Worship Center. This venue has all of the standard A/V capabilities to accommodate a complete service. Receptions can be held in the Lobby or Café areas.

DOES RPC|WE PROVIDE A PASTOR FOR THE SERVICE?

An RPC|WE pastor who has a relationship with the deceased or family will usually officiate the service if available. If you do not have a relationship with an RPC|WE pastor, the Pastoral Care Team can help identify an available pastor. The officiating pastor may need to meet separately with the family to plan the service and prepare appropriate comments. A non-RPC|WE pastor must be approved by an RPC|WE pastor. Have the guest pastor contact one of our RPC|WE Care Team Pastors before the day of the service. An RPC|WE pastor will assist all guest pastors in some capacity (welcome, closing, etc.). RPC|WE does not charge any fees for pastors who officiate memorial services. Any monetary gift or honorarium for the pastor is entirely at the discretion of the family.

DOES RPC|WE PROVIDE A MUSICIAN FOR THE SERVICE?

We have many talented musicians at RPC|WE who can provide music for memorial services. Depending on the size of the service, one or two musicians may be a good fit, or an entire band may be more appropriate. If you'd like music included in the service, the Pastoral Care Team can help identify and schedule musicians for you. Musician fees do apply and will be outlined when planning the service. RPC|WE musicians will do their best to meet family wishes and song requests while providing high-quality music for each service. However, please be advised that musicians are rarely able to learn new songs outside of their existing repertoire in time for a memorial service. A list of suggested songs is included below.

You Never Let Go

I Will Rise

It Is Well with My Soul

In Christ Alone

Rock of Ages

Amazing Grace (Original)

Amazing Grace (My Chains Are Gone)

Never Once

10,000 Reasons

When My Heart Is Torn Asunder

Blessed Be Your Name

How Deep the Father's Love for Us

Oh Love That Will Not Let Me Go

How Great Thou Art

I Need Thee Every Hour

Great Are You Lord

Be Thou My Vision

I Can Only Imagine

Oceans

Worn

Lord, I Need You

This We Know

Anchor

Many families choose to use recorded music for the memorial service. The Pastoral Care Team can help you select and locate appropriate music for your service.

CAN THE CASKET BE PRESENT AT THE SERVICE?

The burial and viewing are often hosted separately from the memorial service, which means the casket is not typically present at RPC|WE during the service. However, if you would like the casket to be present during the service, the Pastoral Care Team can work directly with the funeral home to make those accommodations. RPC|WE cannot offer space to host a viewing/wake on a day separate from the memorial service.

WHAT IS A TYPICAL ORDER OF SERVICE?

A typical order of service is outlined below. We are able to customize the service to fit your needs and wishes, but this general order usually provides a lovely service that fits a 60-minute timeframe.

- Song
- Welcome: Pastor
- Scripture Reading
- 1-2 Song(s): Musician
- Remembrances: 1-3 Loved Ones (2-3 minutes each)
- Video/Slide Show Tribute
- Message: Pastor
- Closing Prayer: Pastor
- 1-2 Song(s): Musician

CAN LOVED ONES SPEAK AT THE SERVICE?

Yes, many families choose to ask several friends or family members to share brief comments. We highly recommend each individual write out exactly what they'd like to say, keeping their sentiments to one or two pages. This way, their sharing remains clear and impactful, and if their emotions prevent them from making it through to the end of their remembrance, the pastor or another loved one can step in and finish sharing on their behalf. Remembrance speakers must be selected ahead of time and their names printed in the program. We don't recommend "open mic"/open invitation sharing. If you are concerned about narrowing down the number of loved ones who will share, the Pastoral Care Team can provide some creative ideas on making everyone feel included and heard.

SLIDESHOW INSTRUCTIONS

If you desire to do a video presentation of family photos, please give the slideshow presentation to the Pastoral Care Team two days before the service for approval. It should be on a USB drive in MP4 or iMovie format.

HONORARIUMS

Separate envelopes addressed to each recipient that you would like to receive an honorarium can be given to the Pastoral Care Team on the day of the preservice meeting. We will distribute them to the appropriate people for you.

Musician – \$150

Vocalist – \$150

Sound technician – \$150

Minister – \$200

WHAT IS MY NEXT STEP?

Reach out to the Pastoral Care Coordinator to discuss your family's needs and schedule a planning session with the Pastoral Care Team.