



## Memorial Service Information

### Template for Services

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*The following is a template to be used for preparing Memorial Services at Rockport Baptist Church. Please reference the "Preparing for Resurrection Packet" for suggested hymns and scriptures for use in the service. The service order is open to modification.*

#### Memorial Service in Celebration of the Life of

19\_\_\_\_ – 20\_\_\_\_

The First Baptist Church of Rockport

Date \_\_\_\_\_ and Time \_\_\_\_\_

Prelude: (Music selected by family or church) \_\_\_\_\_

Welcome, Opening Prayer and the Lord's Prayer (Pastor)

Hymn 1: \_\_\_\_\_

Scripture Reading 1

Scripture: \_\_\_\_\_

Reader: \_\_\_\_\_

Video Slideshow and or sharing of memories/eulogies (Determine number of speakers and open mic or not)

Hymn 2: \_\_\_\_\_

Scripture Reading 2

Scripture: \_\_\_\_\_

Reader: \_\_\_\_\_

Homily: (Pastor)

Hymn 3: \_\_\_\_\_

Closing Prayer and Invitation to Collation and or Burial (determine whose invited, location and means of communicating location).

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## Notes

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- A) If the service is held on a Saturday morning May – September, the church recommends hiring a police detail to assist with traffic and parking. This requires 48 hours notice and is done through Rockport Town Hall. The cost is \$52/hour and the town requires a four-hour minimum. The church can facilitate the hiring of the detail if given enough time.
- B) The church does not charge anything to host a Memorial Service, however the inclusion of a pianist/organist costs \$150.00.
- C) The church can videotape the service and host it on the church’s web hosting site for free. The video can be put on a DVD for \$100 (\$50 for each additional DVD).
- D) The staff can help with the production of a video slideshow for the Memorial Service during regular office hours at a cost of \$50/hour.
- E) All payments should be made to the First Baptist Church of Rockport.
- F) The church hospitality team is happy to assist with collations following a memorial service. Complimentary coffee and tea are served at all church functions. The church can help serve items purchased by the family or buy items on behalf of the family. If your family would like the hospitality team to purchase items for your event, please fill out the form the below. A bill for the cumulative purchases will be submitted to the family.

### Refreshment Options

Estimated number of guests: \_\_\_\_\_

<input type="checkbox"/> Bagels and cream cheese platter	<input type="checkbox"/> Cookie Trays
<input type="checkbox"/> Fruit platters	<input type="checkbox"/> Flowers for tables
<input type="checkbox"/> Veggie platters	<input type="checkbox"/> Beverages other than coffee and tea
<input type="checkbox"/> Sandwich platters	_____
	<input type="checkbox"/> Other Requests
	_____

All items will be purchased locally and receipts will be submitted. Refreshments will be arranged nicely on covered tables. Plates, utensils, napkins and cups will be included.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_