

Winchester Unitarian Society Memorial and Reception Planning Guide



WUS staff and our Memorial Team have compiled this planning guide to assist families as they make decisions about a memorial service and a reception.

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Planning a Memorial Service

Unitarian Universalist memorial services seek to answer the questions “What elements of this person’s life were sacred or meaningful? What challenges did they endure that revealed their character?” Thus, our memorials are unique to each person’s memory, reflecting the values, beliefs, and aesthetics of the deceased and the bereaved, celebrating all that was beautiful about their life and sometimes naming hard truths.

Your officiant will meet with you and your family days or weeks before the service to plan the service. They will want to know:

- Did your loved one express any wishes for their memorial service?
- What tone are you seeking for the service?
- Would you like the eulogy written by the minister or by a family member?
- 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 find whatever closure may be possible or at least heal enough to enter the next chapter of bereavement

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 sanctuary or chapel, memorial services can more readily include instrumental music and hymns. Our sanctuary is also equipped with livestreaming technology. If you select to livestream your service, the link to send to virtual attendees is www.tinyurl.com/wuslivestream

Some Thoughts on Music

Our Music Director looks forward to working with the family to craft beautiful and meaningful music for your memorial service. Specific music selections are welcomed when appropriate and within the abilities of our music program to create. Except in unique circumstances, all the musical elements included in a memorial will be performed live.

Memorial Service Template (A Beginning Place in Your Planning)

Gathering Music

Prelude

Invocation

Welcome

Chalice Lighting (Often lit by a member of the younger generation,
symbolizing the continuation of the family)

Reading (a poem, prose or a piece of scripture that the deceased loved or
reflects the personality of the deceased)

Musical Meditation or Hymn

Eulogy (A biography of the deceased plus some general comments about the
deceased's personality)

Silence

Personal Reflections (Either planned or spontaneous)

Musical Meditation

Last Words (Something the deceased wrote in life) or a closing Reading

Prayer

Benediction

Postlude

A Typical Graveside Service includes:

Opening Words

Reading

Sharing of Remembrances/Placing of Flowers

Silence

Music (Optional)

Second Reading (Optional)

Prayer

Benediction

Please note that graveside services must be arranged with the assistance of a funeral home as well as a minister.

The minister is the leader of the service. Please consult with them before inviting speakers, musicians or singers to participate. If the deceased had a large family or broad 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 officiant; changes and modifications are needed as the service is developed.

Practical Matters

The following will need to be discussed with the officiating minister and, if applicable, our Director of Music.

Date of the Service:

Estimated Time of Service:

Officiating Minister:

Location of Service:

Sanctuary
Chapel
Graveside

Location of Reception:

Symmes Room
Metcalf Hall
Bell Tower Terrace
Parlor
Location other than WUS

For congregation members, the Memorial Team will be available to help coordinate service and reception logistics.

The following are some of the areas they can help guide you with:

Ushers/Greeters
Processional/Reserved Pews
Guest Book
Receiving Line
Flowers
Photos/Videos/Mementos
Sanctuary and Reception Set-Up
Food & Beverage Options for Reception
Arranging for the Sexton
Arranging for Livestreaming

Estimating Attendance
Current COVID Guidelines
Volunteers to Help

A Pastoral Care Associate will be at the service to help with any family needs before, during and after the service at the reception.

At the time of publication of this revised guide, COVID concerns continue to shape and limit how we conduct all in-person gatherings. Since the beginning of the pandemic, we have made an active commitment to both inclusion and public safety. Contact the WUS office for the most-recent COVID protocol policy. Due to a shift in local infection rates, changes may need to be made close to the date of the service. The policy that is current at the time of the service must be followed.

Memorial Service Costs

Signed and Active Members

Building Use: No charge

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

Organist or pianist: \$300

Soloist: \$150

Sexton: \$25 per hour (4-hour min)

Livestream Coordinator: \$80
(If a virtual option is requested)

Orders of Service: No charge for a simple Order of Service

Florist: Family responsible for the cost (Note: WUS uses Pondview in Winchester for Sunday flowers, 781-729-8255)

Guest Book: Family responsible for providing

Reception: No charge for building use

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

Non-Members

Sanctuary for Service: \$300

Chapel for Service: \$115

Minister: Current UU Minister's Association Rate. As of this printing, \$385 for memorials, \$275 for graveside ceremonies, as part of Geo Index 5

Organist or pianist: \$300

Soloist: \$150

Sexton: \$25 per hour (4-hour min)

Livestream Coordinator: \$80
(If a virtual option is requested)

Order of Service: Family responsible for the cost and duplication

Florist: Family responsible for the cost (Note: WUS uses Pondview in Winchester for Sunday flowers, 781-729-8255)

Guest Book: Family responsible for providing

Reception:
\$80 for Symmes only
\$150 for Symmes/kitchenette/parlor
\$160 for Metcalf/Metcalf kitchen
\$80 for Bell Tower Terrace

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

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

Bakers Best

27 Lincoln Street, Newton Highlands www.bakersbestcatering.com
salesteam@bakersbestcatering.com 617-332-4588

Capers Catering (Emma Roberts)

21 Emerson Street, Stoneham www.caperscatering.com
info@caperscatering.com 781-279-5100

Cookie Time

1375 Massachusetts Avenue, Arlington, MA 02476 <https://cookietimebakery.com/>
781-646-0121

D'Agostino's Deli

11 Waterfield Road, Winchester www.dagostinos-deli.com
781-729-7984

Hostess Catering (Visnja Zarak and Donna German)

2 Gill Street, Suite K, Woburn, MA 01801 www.hostesscatering.com
info@hostesscatering.com 978-206-1799

Jules Catering (Anita Baglaneas)

66 South Street, Somerville www.julescatering.com
617-628-5977

La Patisserie Bakery & Café

30 Church St, Winchester <http://la-patisserie.com/>
781-729-9441

Neillio's Gourmet Farm

53 Bedford Street, Lexington www.neillioscatering.com
catering@neillioscatering.com 781-861-8466

S&S Restaurant & Catering

1334 Cambridge Street, Cambridge www.sandsrestaurant.com
617-354-0777

Via Lago Catering

1845 Massachusetts Ave., Lexington www.vialagocatering.com
781-861-8276