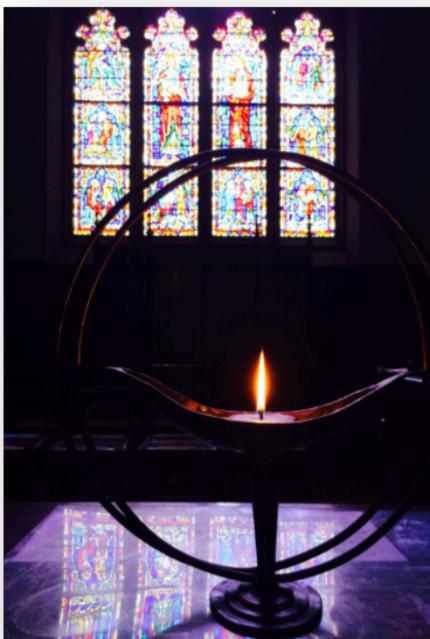


Winchester Unitarian Society **Memorial and Reception Planning Guide**



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

Winchester Unitarian Society
478 Main Street
Winchester MA 01890
781-729-0949
www.winchesteruu.org

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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 a 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, 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 tinyurl.com/LivestreamWUS.

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.

A Beginning Place in Your Planning

Memorial Service Template

Gathering Music

Prelude

Invocation

Welcome

Chalice Lighting (Often lit by a member of the younger generation, symbolism 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

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

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 Winchester Unitarian Society

Members

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

Sanctuary and Reception Set-Up

Processional/Reserved Pews

Food & Beverage Options for Reception

Guest Book

Arranging for the Sexton

Receiving Line

Arranging for Livestreaming

Flowers

Estimating Attendance

Photos/Videos/Mementos

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 reception.

Memorial Service Costs

Signed and Active Members

Building Use: No charge

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

Organist or pianist: \$300

Soloist: \$150

Sexton: \$35 per hour (4-hour min)

Livestream Coordinator: \$90
(if a virtual option is requested)

Special Orders of Service:
Family responsible for the cost
(No charge for 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

Service:

Sanctuary (325 persons): \$375
Sanctuary and Symmes (400 persons): \$480
Chapel for Service: \$180

Minister: (Subject to change and availability)
Memorials: \$500
Graveside: \$350

Organist or pianist: \$300

Soloist: \$150

Sexton: \$140 for 4 hours (\$35 for each
additional hour)

Livestream Coordinator: \$90
(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:
Symmes (50 persons): \$105
Symmes/kitchenette/parlor: \$150
Metcalf/Metcalf kitchen: \$200
Bell Tower Terrace: \$100

Family Rooms:
Parlor: \$60
Michelsen: \$75

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

Funeral Homes

Costello Funeral Home

177 Washington Street
Winchester MA 01890
781-729-1730

Lane Funeral Home

760 Main Street
Winchester MA 01890
781-729-2580

McDonald Finnegan Anderson Funeral Home

322 Main St.
Stoneham MA 02180
781-438-0405

Barile Funeral Home

482 Main Street
Stoneham MA 02180
781-438-2280

Douglass Funeral Service of Lexington

51 Worthen Road
Lexington MA 02421
781-862-1800

Caterers

Bakers Best

150 Gould St., Needham
www.bakersbestcatering.com
salesteam@bakersbestcatering.com 617-332-4588

Capers Catering (Emma Roberts)

30R Pine St. Stoneham
www.caperscatering.com
info@caperscatering.com 781-279-5100

Cookie Time

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

D'Agostino's Deli

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

Hostess Catering

2-K Gill St., Woburn
<https://www.hostesscatering.com/>
978-206-1799

Cafe Luna Catering

612 Main St. Cambridge
<https://www.cafeluna-centralsq.com/catering>
617-628-5977

Neillio's Gourmet Catering

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

Powerhouse Catering

94 Cummings Park, Woburn
<https://www.powerhousecatering.com/>
781-305-3579

S&S Restaurant & Catering

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