

Memorial Service Checklist for Designated Family Deacon

(Deacon from Pastoral Care Triad - month the death occurred)

Questions for Family Deacon to ask Family (about a week before service)

How many family members are you expecting? (for reserved pews in sanctuary)

How many guests are you expecting? (for reception table setup and paper goods)

Are you planning to serve a meal at the reception (arranged by family) or would you like a dessert reception prepared by the Deacons?

The Deacons normally provide coffee, iced tea, lemonade, and water. The congregation is asked to donate desserts.

Which pastor is leading the service?

Do you have a guest book for people to sign?

Is there any special memorabilia you would like displayed at the service or during the reception?

Explain that we normally set up an 8-foot table in the Narthex for pictures, memorabilia, flowers, and guest book. These items can then be moved to Fellowship Hall to a similar table for the reception. Advise the family that if they want to bring memorabilia, they can bring the items and set them up the day before when we are setting up for the reception or set them out before the service.

We also have a stand to display a larger framed picture in the front of the sanctuary if desired.

What other questions or special needs do you have?

We can always be flexible and try to accommodate whatever the family wants.

Responsibilities of the Family Deacon on the Day of the Service

Sanctuary/Parlor

- Parlor — Make coffee for family.
Prepare Keurig coffee machine: put water in the back of Keurig, check for k-pods, sugar/equal/sweet-n-low, stirrers, Styrofoam coffee cups

Bring creamer pitcher from deacon cabinet filled with half n half (supplied by deacon in charge of desserts). Half & half will be in the Fellowship Hall refrigerator.

- Parlor — Set out a pitcher of water and cups.
- Stand-by with family and attend to their needs prior to service.
- Help the family set up memorabilia and guest registry in Narthex.
- Be in the parlor with the family when the Pastor leads the family in prayer prior to the service.
- Lead the family to their designated pews at the direction of the Pastor.
- Post service —lead family to the Fellowship Hall. Show them “reserved” tables. Help family to line-up for reception line.
- Be available for the family until they leave.
- After the reception:

Help with cleaning up the parlor after the service/reception

Help family to gather up memorabilia/flowers after the service/reception