

*The United Church of Christ
in Simi Valley
370 Royal Ave
Simi Valley, California 93065*

Informational Booklet for Funerals and Memorials

The following information is intended to help family members prepare for a funeral or memorial service with as little stress as possible.

PASTORAL SUPPORT

Our facility is available without cost to members and non-members alike. If you desire our minister to perform the service, you should schedule a meeting with her as soon as possible. This meeting serves as an introductory period for those who have no affiliation with us as well as an opportunity to receive pastoral care during the initial stages of grief. This is also the time to establish initial plans for the service itself. Please contact the church office at 805-526-6001 to make an appointment. If you desire to have someone officiate who is not affiliated with us, you must, as a matter of courtesy, seek pastoral approval.

MEMORIAL COORDINATOR

After the date and time have been arranged our Memorial Coordinator will assist you in dealing with the set-up of the sanctuary and other matters such as, flowers, easels, and memorial book.

RECEPTIONS

Space is available if you desire to hold a reception here at the church following the service. However, it is the responsibility of families unaffiliated with the church, to arrange for catering and cover all costs.

ARRIVALS

Typically the Memorial Coordinator arrives one hour prior to the service to see that everything is set up, as you desire. Flower deliveries may take place at this time as well. If this is a funeral with casket, the mortuary should arrive one hour prior to the service to make sure proper arrangements are made. If the deceased has been cremated, family members may choose to have the urn present at the memorial service. A table is available to support the urn, along with flowers and any pictures to be displayed.

MUSIC

Arrangements for music can be made at the initial meeting with the pastor. If there are special request(s) please be sure to indicate that, so we can obtain appropriate sheet music. A cassette tape player or CD player is available within the sanctuary. If you desire a pianist and /or soloist, we will be glad to make those arrangements.

SUPPORT STAFF

As a service to the community, The Simi Valley United Church of Christ has set no fees for facility use. However the following amounts are suggested as appropriate remuneration for those who may assist in the service: \$150 for the officiant, \$75 to \$125 for the musician. If the church arranges for a soloist the minimum fee is \$75. Please be prepared to cover these services immediately following the service.

MEMORIAL FUNDS

Members and friends who wish to make a donation to this church in memory of a loved one may use the memorial fund envelopes found in the entryway on the day of the service or obtain them from the church office.

ADDITIONAL GIFTS

If an individual or family desires to make a specific gift that is related to church facilities or the appearance of the campus in general, a written request must be submitted to the Trustees for their approval. Our Pastor will help make those arrangements.

PLANNED GIVING

For more information about wills and estate planning contact the United Church of Christ Planned giving office 1-800-846-6822 or www.ucc.org

Church Staff

The Rev. Dr. June C. Goudey, Pastor; Kathy Matthews, Secretary

Telephone: 805-526-6001 www.uccsimi.org

Approved by the Deacons October 2005