

Who may hold a funeral/memorial at Christ Church Memphis?

We will host services for members and their immediate families.

Does the church provide bulletins for the service?

Yes, we prepare and provide bulletins according to our traditional format as part of our service.

How do we request/ plan a visitation or reception?

Whether at the church or offsite a visitation or reception affords a more relaxed setting to visit with your guests. Most visitations/ receptions are held in our Parlor. Please let us know if you would like us to hold either at the church., and we will reserve the space for you. The church is able to provide, Coffee, Tea, Lemonade or Water if requested. For food, you will need to hire a caterer and provide us with their current health score rating and liability insurance.

When can funerals/memorials be held?

Due to the carpool lines at our Day School, funerals should be held:

Monday – Friday after 9:30 am - 2:30 pm
Saturdays- 9:30 am- 2:30 pm

Due to our regular worship activities, we do not hold funerals or memorial services on Sundays.

May I have an outside pastor (including family member) conduct the service?

At the family's request and upon agreement with the CCM officiating pastor, another ordained minister may participate in the service.

May I bring a video slideshow of photos to display at the visitation/ reception?

Yes, if desired, you may bring us a completed USB/flash drive video that you have created with or without sound. Please allow one business day before the service for CCM testing and setup. Framed photos and memorabilia may also be arranged on a table in the visitation/ reception venues only.

Who provides flowers for the altar?

Altar flowers are not required. It is the family's option and expense, and you may order from your choice of florists. If you choose to have altar flowers, please instruct your florist to deliver them on the day of the service at least one hour before the service time. Flowers sent as gifts by others will be displayed in the lobby, narthex visitation or reception areas. Any flowers that you wish to keep should be taken with you when you leave the church after the service.

The church does offer a casket Pall in lieu of flowers at no charge.

What does the service consist of?

The elements of the service include Scripture passages, music, prayer, creeds or responsive readings, words of remembrance from family or friends (additional information below), and the homily (the pastor's message)

Words of Remembrance are optional and should be brief eulogies by family or friends. One to two speakers may speak for two to five minutes each. A general rule of thumb for a five-minute speech is 750 words. Since this is a worship service, all content must be appropriate for this purpose.

Our church staff and volunteers will prepare and conduct the service as well as provide experienced greeters when needed, freeing your friends and extended family to support you in other ways.

Are outside musicians allowed for funerals or memorial services?

CCM is blessed with phenomenal musicians: organist, pianist, soloists, guitarists, etc. We will coordinate with our music department to secure musicians if requested. Outside musicians and singers are allowed but should consult with our music department for approval.

May we include recorded or secular music in the service?

No, only live music of a religious nature approved by our Pastors may be played in the service. Appropriate recorded or secular music is allowed in the visitation/ reception if you choose to hold one.

How much lead time is required?

To provide your family and our staff with adequate planning time, we require a minimum of three business days between death notification/service request and the day of service.

May we reserve seating for family and other guests?

Seating at the front of the worship venue will be reserved for family. We will also be able to reserve seating for Pall Bearers if they are participating.

May we Customize the bulletin?

No, the bulletin cannot be customized; however, you are welcome to create and bring your own inserts (8" x 5") that we will hand out along with the bulletins. Content suggestions for inserts: photos, obituary, statements from friends, messages of appreciation from family to caregivers, to name a few.

May I request a particular CCM pastor to conduct the service?

Yes, subject to their availability. If a specific pastor is unavailable, or you have no preference, we will designate a pastor. You will meet with him/her to plan the service content. Please click this link to find suggestions for hymns, scripture readings and our basic Order of Worship.

Will the service be recorded?

Yes, we will audio record the service- a link to the recording will be available on request at no extra charge.

How do I report a death and request a service?

Please call the Care Ministry office at 901-261-2106, or contact one of our ministers directly. We will guide you and your family through the funeral planning process.

Who plans the service?

You will meet with the officiating pastor and a Care associate or volunteer. They will guide you in decisions on the service's content within our worship framework. Other family members may participate in this meeting if desired, but it is best to appoint one person as the family contact regarding ongoing decisions.

What about Parking?

Our Parking lot should provide enough spots for most services. If it is a larger service, parking at Oak Court is allowed and a crossing guard may be provided. Also, golf carts may be requested for on campus transportation.

When should we arrive on the day of the service?

We recommend arriving 30 minutes to one hour before the service time. Allowing time to set up pictures or memorabilia.

What happens/ what should we know about the day of the service?

- Our Care staff or volunteer coordinator will greet you as you arrive, ensure your family settles into the Parlor, and answer any questions that arise.
- If you are setting up a photo/ memorabilia display, you should begin at least 30 minutes before the service.
- About 10 minutes before the service, the pastor will meet and pray with the family in the Parlor.
- As the pastor leaves for the service, the coordinator will organize and lead the family to the service.
- At the end of the service, the pastor will lead the family out of the service.

What are the costs of holding a funeral/ memorial service?

- **Service venue:** There is no fee for the worship venue, Parlor, onsite coordinator, bulletins, technical and custodial services.
 - **Sanctuary** (capacity 1150)
 - **Wilson Chapel** (capacity 200-250)
 - **Reeves Chapel** (capacity 80)

- **Visitation/Reception Venue:**

- **Parlor:** included.
- **Refreshments:** Coffee, Tea, Lemonade and Water are available at no charge upon request. For food, catering is an option at your expense and you must provide us with their current health score rating and liability insurance prior to the day of service.

- **Suggested Honoraria:**

All of the following are payable to the individuals named/used for the service.

- Soloists- \$100
- Extra musicians- At your discretion
- Pastor- (Honorarium is discretionary, but generally starts around \$150)

- **Memorials**

Memorial designations will support the ministry area designated by the family. Gifts without a specific designation will go to the CCM General Operating Budget to support all ministries of the church.

- **Acknowledgements**

A note will be sent to the family of the deceased notifying them of the gift. This note will not give amounts of gifts, but will let them know that a gift has been made in their memory.

Gifts can be mailed to CCM or made online.

