

Staff Directory

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Church Administrator, Janice Zazinski	617-484-1054, ext. 201	jzazinski@uubelmont.org
Director of Music, Ian Garvie	617-484-1054, ext. 206	igarvie@uubelmont.org
Organist, Simon Andrews	617-484-1054, ext. 206	sandrews@uubelmont.org
Sexton, Luis Carrion		

First Steps

- The Minister is available both for grief counseling and for help planning the memorial service.
- The Church Administrator can discuss dates and times when the church building is available and will direct you to the Caring Connection who can help with planning the reception following the service.
- Within a few days of the death, you, or a good friend in your place, should notify all the appropriate persons of your loved one's passing. This list should include, but not be limited to: extended family, friends within the church, friends from the larger community, business associates, and members of organizations to which the loved one belonged. You should let them know the date and time of the service, if that has been arranged, or tell them which papers will carry the notice once arrangements are finalized.
- Once the date and time of the service has been settled, you may want to place a death notice in the Belmont Citizen (781-433-6905; deadline 4 p.m. Monday) or the Boston Globe (617-929-1500). For members and friends, the Church Administrator can put a notice in the church newsletter.

The Memorial Service or Celebration of Life

- Each Unitarian Universalist memorial service or funeral is developed by the family of the deceased and the presiding Minister to especially honor the memory of that individual. There is no set format. Frequently, although not always, the service includes a time for family, and sometimes friends, to remember the deceased with a story or anecdote. There is usually hymn singing and instrumental music as well.
- It is usual for the Minister of First Church to be offered the opportunity to conduct the service if it is to be held at the church. There is no fee for members or friends of the Church¹. Others should consult the Minister for his fee schedule.
- The Director of Music, Ian Garvie, is available to help with the planning of music at these services. There may be a fee for his services.
- For church members and friends, the Caring Connection can help with recruiting ushers and parking attendants.
- You should consult with The Church Administrator about plans for overflow parking, as our lot is limited in size.

¹ Friends of the First Church is the term used to indicate those people who regularly participate in the church community and who provide yearly financial support. Except for the fact that they have not signed the membership book, friends are very much like members of the church.

- The Church Administrator can help you with preparing the order of service.
- Some families choose to form a receiving line after they move from the service into the reception. If this is your choice, you should plan ahead where you would like to stand. We recommend that the receiving line be staged away from the back doors of the sanctuary, so guests may exit freely. An alternative to a receiving line is to station family members around the reception to talk with people.
- On the day of the service, you should let the ushers know:
 - How many rows or seats in the sanctuary you wish reserved for family or other special guests.
 - How the family members wish to leave the sanctuary at the end of the service. They can either exit by the door to the right of the chancel or they can exit through the back while the guests stay seated.
 - If you wish them to escort guests out of the sanctuary after the service. Often the ushers move to the front of the sanctuary and direct the rows to leave one by one.
- Also on the day of the service, you should let the parking attendants know if spaces should be reserved for family or special guests.
- As with any church service, there should be small bottles of water available at the lectern should any of the speakers need them. The family may also want some bottles available to them in the pews, and near the location of the receiving line.

Planning the Reception

- Estimate the number of guests you expect. (A typical memorial service at First Church has 75 – 100 guests, but a few have exceeded the 175 person capacity of the sanctuary.)
- Decide on whether you wish to use the Upper Gathering Space or the Parish Hall for the reception (subject to availability). There is a rental fee to use these spaces; please ask the church administrator.
- Decide on a menu. Receptions vary from tea and cookies to full sit down meals, and everything in between. The menu is typically determined by the time of day the service is held. Mealtimes require more substantial food, such as sandwiches and crudités at lunch, or hot hors d’oeuvres in the late afternoon. Morning and mid-afternoon menus are usually lighter, featuring sweet finger foods and fruit.
- For members and friends of the First Church, the Caring Connection can help with the reception by providing:
 - Volunteers to help with both setup and clean up;
 - Cookies, brownies, or other finger food contributed by members of the congregation;
 - A simple selection of beverages including coffee, tea and water which will be charged to you at cost;
 - Paper goods (plates, napkins, cups). These items will be free if they are available in the kitchen. You will be charged at cost if any of these items need to be purchased.
- For all others, or for members and friends desiring more than simple finger food, we suggest using the caterer of your choice. If the caterer prepares food on the premises, there is a fee to use the kitchen. For non-members, the Church may request that a member or staff person who is familiar with the facility be present.

- Someone familiar with the church's dishwasher should be on hand for clean up if any of the church dishes (including china, silverware or serving platters) are going to be used. Ask your Caring Connection contact or The Church Administrator if you are unsure about this.
- At least a few days before the service, let The Church Administrator know how you would like the hall set up. You will want some chairs scattered around the reception area for those unable to stand for an extended period. A few small tables near the chairs are useful. The church has banquet size tables that can be used for setting out food and beverages. Additional tables are available in three sizes (banquet size, card tables, and small round side tables) should you wish. You do not have to have enough tables for everyone but should have some available.
- A few days before the service, check that the appropriate tablecloths are clean. (There is a selection of tablecloths available in the storage area between the pantry and the Parish Hall.) Any tablecloths used should be returned in clean condition.
- The church Sexton is often available for help before, during, and after the service and reception. There will be a charge for his time. If the Sexton is not available at the time of your reception, you should check with the Church Administrator to see what duties need to be covered.
- Regardless of what you plan for the reception as a whole, on the day of the service there should be bottles of water and food for the family as they exit from the service into the reception area.
- The church owns three large coffee pots. On a typical day, there will be regular coffee, decaffeinated coffee, and hot water for tea. On the day of the service, you should provide ground coffee, tea bags, and cream. If you are not using a caterer, the Sexton can help get the pots brewing at least one hour before the reception starts.

Other Items to Think About

- It is customary, but not required, for there to be a floral arrangement on the Chancel table in the sanctuary. You may do whatever you like, but for reference you should know that on a normal Sunday, the flowers cost \$76 (as of 2016). The church normally gets flowers from Paradise Flowers in Belmont (directly across the street from the church), although you may use any florist.
- You can ask a friend to whisk the flowers from the chancel into the reception at the end of the service. You should also consider what other flowers or decorations you might want at the reception. Some people like to have small vases or centerpieces on the small tables that are often scattered about the room. (The church's vases are stored in the old office adjacent to the parlor.)
- Most families provide a guest (condolence) book in which people can write their name and addresses. Some books also have room for people to leave a message or for you to record other information. These books can be found at good stationer, like The Paper Store, or at some bookstores.
- At the reception, some families choose to have a display of photographs or other memorabilia. The church can provide a table or freestanding easels for displaying these items. Be sure to incorporate any such displays into your setup plan for the reception.
- You may want to have a supply of facial tissues available in the sanctuary and reception hall.

Summary

Below is a check list which summarizes the information above.

Memorial Service Check List

- People to talk to at the church:

- Minister who will help plan the service itself.
- Director of Music who will help with hymns or other musical selections.
- Church Administrator who will help:
 - Select date and time for service
 - Prepare the order of service
 - Make sure the Sexton is available to assist with setup, cleanup, or parking.
- Caring Connection can assist members or friends of the First Church with the reception.
- To do/get ahead of time:
 - Notify relatives and friends
 - Place notice in the newspaper(s)
 - Arrange for chancel flowers
 - Buy guest (condolence) book
 - Prepare display of photos or memorabilia for reception
 - Plan the reception:
 - Decide on Upper Gathering Space or Parish Hall
 - Food and Beverages:
 - Finger food can be provided for members or friends of the Church
 - If more substantial fare, or for non-members, have food delivered or catered
 - Provide Coffee, Tea or other beverages
 - Other table decorations are often a nice touch.
- On the day of the service:
 - Get order of service to the church at least one hour prior to event.
 - Bring and put out the guest book.
 - Bring and set up any memorabilia you wish to display.
 - Tell ushers
 - How many parking spaces to save for family
 - How many seats to save in the pews for family
 - How you wish to exit the sanctuary at the end of the service
 - Review where you want to have the receiving line
 - Family usually gathers in either the library or the parlor at least 30 minutes prior to the service.

Instructions For Ushers At Memorial Services

Most memorial services require three ushers and one parking attendant. One usher should take charge making sure that each task is assigned to a specific person.

Before the service:

- Make sure the parking attendant knows how many spaces to reserve for the family.
- Ensure that adequate seating is reserved for the family at the front of the sanctuary.
- Discuss with the family if they wish to exit the sanctuary through the front door (to the right as you face the chancel) or out the back.
 - If the reception following the service is going to be in the Upper Gathering Space, the family can use either exit.
 - If the reception following the service is going to be in the Parish Hall, we recommend that the family leave through the door near the chancel and form a receiving line in front of the stage in the Parish Hall. This avoids a bottleneck as the guests are exiting from the sanctuary.

In the sanctuary:

- Welcome attendees and distribute Orders of Service (one at each of the two back entrances to the sanctuary).
- When there is large attendance filling the sanctuary and parlor, assist attendees in finding available seats.
- Escort family members from their gathering location, usually the library, maybe the parlor, to the front rows of the sanctuary.

At the end of the service:

- Escort the family from the sanctuary.
- If the pews are relatively full, the ushers should dismiss the guests one row at a time, alternating from one side of the sanctuary to the other. Hold people in the pews if there is a backup from the receiving line into the sanctuary.

Memorial Service Fees: paid directly at the time of services

Ministerial Services	No fee for Church members. A donation to the Minister’s Discretionary Fund or an honorarium to the Minister may be made. Nonmembers: \$500
Staff Musician (piano, organ)	\$350 - memorial/funeral service \$100 for use of piano by another musician Please note: If the staff musician of The First Church in Belmont is available for the specified date, but the party wishes to engage a guest musician instead, the staff musician’s fee must still be paid. This is the policy of the American Guild of Organists.
Sexton (Custodian)	\$30/hour The Sexton sets up a memorial service and clears up afterwards, and in most circumstances stays for the duration of the service and/or reception.
Town Common	Permission to use the adjacent Town Common must be obtained directly by the Applicant from the Town of Belmont at the Selectmen’s Office.
Police Detail	Police detail (if necessary) must be procured by the Applicant.