

Unitarian Universalist Society of Rockport

Memorial Service and Reception Planning Guide



Unitarian Universalist Society of Rockport

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Memorial and Reception Planning Guide

To help with the planning of a memorial service and reception, the church staff and the Caring Committee have compiled this planning guide to assist families as they make decisions about a memorial service and a reception.

Phone numbers:

Office Administrator:

Jenna Olson

978-546-2989

rockportuu@rockportuu.org

Minister:

Susan Moran

978-546-2989 (office)

781-929-2753 (cell)

Memorial Service Costs

Signed Members

Contact Administrator for Fee Schedule re: Building Use, Minister Fee, Pianist, Soloist & Sexton

Special Order of Services:

No charge – simple order of service

Florist:

Family responsible for the cost
(see attached list of florists)

Guest Book:

Family responsible for

Food and Beverages:

The Caring Committee will help to make coffee/tea/punch and will help serve and clean up food. Savory and sweet snacks are typically donated by UUSR friends. If the family wants a more robust food service, please see attached list of caterers and discuss the cost with the minister. (See Appendix A for more information)

Non-members

Contact Administrator for Fee Schedule re: Building Use, Minister Fee, Pianist, Soloist & Sexton

Special Order of Services:

No charge – simple order of service

Florist:

Family responsible for the cost
(see attached list of florists)

Guest Book:

Family responsible for

Food and Beverages:

Family responsible for the cost
(see attached list of caterers)

Details (for Ministers, Office Staff and Pastoral Care Associates)

Date of Service:

Start Time of Service:

Estimated Service Length:

(Ministers can help give estimate)

Estimated Number of Attendees:

(Ministers can help with making estimate)

Estimated Number of Reserved Seating:

Location of Service:

Sanctuary

Graveside

Other

Location of Reception:

Vestry

Location other than church

Set-up Time for Reception:

(Discuss with Office Administrator)

Location of Family/Participants Room Before Service:

Bride's Room

Sanctuary

(Note: A Caring Committee member or other UUSR member can help with any family needs before the service. For example, that person would show the family the location of their private room. Please talk to minister to request.)

Receiving Line?

Who will be in the Receiving Line?

(Minister will discuss with family)

Funeral Homes

Greely Funeral Home

212 Washington Street
Gloucester, MA 01930
978-283-0698

Campbell of Cape Ann

61 Middle Street
Gloucester, MA 01930
978-283-0884

Anderson Bryant Funeral Home

4 Common Street
Stoneham, MA 02180
781-438-0135

Florists

Celia's

77 Langsford St, Gloucester, MA 01930
978-879-4490

Russell's

18 Eastern Ave, Gloucester, MA 01930
978-283-0700

Audrey's

38 Railroad Ave, Gloucester, MA 01930
978-283-2171

Sage

274 Main St, Gloucester, MA 01930
978-282-9582

Caterers

Willow Rest

1 Holly St, Gloucester, MA 01930
978-283-2417

Destino's

129 Prospect St, Gloucester, MA 01930
978-283-3100

Virgilio's Italian

29 Main St, Gloucester, MA 01930
978-283-5295

Appendix A

Suggestions for a Memorial Service and Reception

The Caring Committee wishes to be of as much help as possible through this difficult time. In order to assist you with your plans for a Memorial Service and Reception, the following information will be of help.

The Caring Committee will provide these items:

1. Tea, coffee, punch, finger-foods.
2. Cups and saucers, a punch bowl and cups, wine glasses, small paper napkins and plates.
3. Timely announcements in the Order of Service and eBlast (if possible) of the date and time of the Service.
4. Preparing the coffee and tea.
5. Attractive serving dishes for the finger food.
6. Preparing the punch (if asked).
7. Arranging for members to bring finger food.

The Family and/or Friends are responsible for:

1. Wine or beverages other than tea and coffee.
2. Flowers for the Sanctuary (if desired).
3. Music for the Service.
4. Contacting our Minister or arranging for a person to conduct the Service.
5. Contacting the UUSR Administrator to arrange the time and place of the Service.
6. An Order of Service for the Memorial Service (if desired).