



*Here to guide your way*  
Memorial Committee



The Plymouth Congregational Church Memorial Committee will work with you to ease the way in honoring your loved one.

In addition to our services outlined in this brochure, we want you to know that we are ready to respond to other needs that may arise. Please do not hesitate to ask any one of us for help or support.

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**Plymouth**  
CONGREGATIONAL CHURCH

## **Our Plymouth Memorial Committee offers you help with the following, as desired:**

*Before the service*

**Flowers:** Committee members will place floral arrangements in the Sanctuary or Chapel. We will ask the family or a designated representative to approve the placements.

**Displays of mementoes and photographs:** Memorial Committee members will place white tablecloths, arrange tables and provide easels in Guild Hall or the Chapel foyer for displays of personal photos and mementoes. We will gladly assist in placing items on the tables and easels, according to the family's wishes.

**Guest book, memorials and cards:** We will provide a lectern (or lecterns) for a guest book. If the attendance at the service is expected to be large, the family is requested to bring a guest book with removable pages so that two guest book stations can be established.

We also will have a table for memorial contributions with pens, envelopes and a bowl for the collection of cards and memorial contributions.

**Honorariums:** A memorial committee member will distribute payments to service participants, if requested.

**Guiding guests:** We will help guests locate the guest book registries and, when it's time, guide them to the Sanctuary or Chapel.

**A room set aside for the family:** We will provide a private space for the family to gather prior to the service, which will be either the Parlor or the Parsons room. Water pitchers, goblets and bulletins will be available there.

**Arrange the meeting with the minister:** Typically, the minister will meet with the family in the Parlor or Parsons room five minutes before the service to share a prayer.

Following the prayer, the minister will lead the family into the Sanctuary or Chapel where the family will sit in a reserved section.

*During and following the service*

**Reception:** We will set up the reception in Guild Hall. Coffee and tea urns, cups, plates, punch bowl and refreshments will be arranged.

We will host the reception, including pouring coffee and tea, busing dishes and maintaining refreshments.

Following the service, we will move flowers from the Sanctuary or Chapel and place them in Guild Hall for the reception.

*Memorial Committee members cannot, however, assist with serving or busing at receptions in areas other than Guild Hall. Still, they will guide guests to the reception location, transfer flowers and mementoes to that location and help after the reception.*

*Following the reception*

**Assistance with departure:** Members of the Memorial Committee will gather all cards and memorial envelopes.

If requested, we will box and label any remaining food for the family.

We will assist family members and friends to pack photos and mementoes. We also will help carry mementoes, bulletins, cards, memorial contributions, flowers and packed food to Jones Commons.

## **About the Memorial Committee**

Memorial committee members are Plymouth Church volunteers who serve bereaved family members and friends.

For questions or further assistance, please contact our Memorial Committee co-chairs:

Katherine Ferrand  
612/823-0190  
or  
Lois Larson  
612/929-0644

**Your liaison** to the Memorial Committee is Emily Venell, Memorial Service Coordinator, [memorials@plymouth.org](mailto:memorials@plymouth.org), 612/791-0753.