

Reception

A reception of beverages, cookies, mints and nuts is also provided at no charge for members of First Pres, and at a nominal charge for those who are not members. Additional items at further cost can be ordered through our First Pres events coordinator.

A table, clothed and skirted, will be provided if any pictures or memorabilia are displayed at the reception. Please let us know if you would like this.

Music and/or pictures may be played on the big screens during a reception. Please request this when meeting with the First Pres coordinator, so equipment and proper set-up can be arranged. We do not do an open mic in the service, but this can be an option at the reception if you wish.

On the Day of the Service

Please plan for all your family to arrive at least 45 minutes prior to the service, or at least an hour early if you plan to set up your loved one's memorabilia table.

If you prefer, we will arrange your pictures and memorabilia for you at the reception.

Your family will have a private room to gather in before the service begins.

Rows of pews will be reserved for your family in the front of the sanctuary. Please update us with any revisions from your initial estimate, so we can reserve sufficient space.

You will be responsible for flower arrangements and guest book.

We will move any flowers, picture, cards, pamphlets and guest book from the service to the reception.

Thank you for trusting us with this difficult moment of your life.

PLANNING A MEMORIAL OR FUNERAL SERVICE AT FIRST PRESBYTERIAN CHURCH OF COLORADO SPRINGS



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When Death Occurs

Memorial services at First Pres are grounded deeply in our understanding that Jesus has conquered death through His work on the cross, and in our Lord's promise of life beyond death for all in relationship with Him. It is also an opportunity to celebrate the life of a loved one who has died, giving thanks for how God used him or her to touch our lives.

Preparing for a memorial service requires many decisions. When planning such a service, please contact our Caring Ministries Office (884-6145) as soon as possible, so we can be of help in scheduling church facilities and personnel. The following information is provided as a helpful guide for your planning. Additional planning resources are also available in our office.

Scheduling the Service

A service may be scheduled Monday through Friday from 10:00 a.m. to 3:00 p.m., pending availability of space and minister. Saturday services are also possible, but require additional fees (see later).

The service will be officiated by one of our ministers, though a non First Pres minister may assist with approval.

Music

The selection of music should be sacred and appropriate for a service of Christian worship; we respectfully request that any secular songs be utilized during the reception. Two or three songs can greatly enhance the flow of a service, though this is a family choice. First Pres musicians will be scheduled through our Caring Ministries office once we know of your desires (a bugler or bagpiper is hired by the funeral home).

Because of our church's value upon live ministry in worship, we request that music during the service be in person rather than taped (the latter may be utilized during the reception). If you're unsure which songs to include, we can offer suggestions.

Presence of the Body

A casket is rarely present during a service. If you desire to include it, we respectfully request that it remain closed during the service, as our focus during that time is on the promise of resurrected life beyond our earthly bodies. A medium-sized picture of your loved one can be placed on the front table, as well as an urn if your loved one is cremated.

Funeral Expenses

There is no charge for a memorial service at First Pres. If an organist and/or soloist is desired, the fee is \$150 for each musician. An honorarium amount for the pastor is left to the family's discretion. These should be given to the First Pres coordinator prior to the service.

A service on Saturday involves an additional charge of \$400 to cover security and personnel.

First Pres will provide a program for the service and there is no charge for these.

Donations

In lieu of flowers, you can request to have monies donated to a First Pres ministry of your choice.

You can also memorialize your loved one by creating an endowment fund in The First Presbyterian Church Foundation. These legacy gifts fund ministry beyond the church's operating budget, helping students attend college & seminary, and youth participate in camps & mission trips, to name a few. Each legacy gift is commemorated with a leaf on the Legacy Tree, located in the breezeway between Hansen Hall and the Sanctuary.