

**RUTHERFORD CONGREGATIONAL  
UNITED CHURCH OF CHRIST  
251 Union Avenue  
Rutherford, New Jersey 07070  
(201) 438-6324  
[www.rccucc.com](http://www.rccucc.com)**

**PLANNING A FUNERAL / MEMORIAL SERVICE**

**1. SETTING THE DATE, TIME & PLACE**

When death occurs, the immediate family or intimate acquaintances are encouraged to notify the Pastor, Rev. Ronald E. Verblaauw, as soon as possible. The Pastor will meet with the grieving family and set in motion the process for planning an appropriate service to celebrate the life of the deceased.

The date and time of the Funeral/Memorial Service will be coordinated with the funeral director working with the family and friends of the deceased. It should be set at an hour convenient for the immediate family, friends, the church, and the funeral home. If possible, the Service will be held in the place where the congregation regularly gathers for worship. However, sometimes family or friends may choose to hold the Service in another location.

**2. THE DIFFERENCE BETWEEN A FUNERAL AND A MEMORIAL SERVICE**

A **Funeral** Service is generally held within a few days of the deceased's passing when her/his remains are in a casket. If the Funeral is held in a church, the coffin is closed for the service. If held at a funeral home, the coffin may be closed or opened, depending on the deceased's last wish or the wishes of the family or friends of the deceased.

A **Memorial** Service can be held at any time after the deceased's passing. In most cases, the deceased has been cremated. The ashes are held by the family, friend, or funeral home until the Memorial Service or time of interment. If the family or friend desires to have the deceased's ashes interred in the Rutherford Congregational Church Memorial Garden, it can be arranged when speaking with Rev. Verblaauw.

**3. FUNERAL/MEMORIAL PLANNING SESSION**

Rev. Verblaauw encourages family and friends of the deceased to share fully in planning the Funeral or Memorial Service. They may also assist in leading the Service. The Service is an act of corporate worship: God's Word is read and proclaimed, hymns may be sung, vocal and instrumental music may be shared, prayers offered, and, if desired by family or friends, the Sacrament of Holy Communion may be shared by those who desire it. Family and friends are also invited to share words of remembrance.

#### 4. ALTERNATE OR MULTIPLE CLERGY

The privilege of officiating a Funeral/Memorial Service of that of our current pastor, Rev. Verblaauw. If you desire the participation of additional clergy members as part of the service, that will only be possible at the invitation of our current pastor. Please feel free to discuss this with him at the service planning meeting.

#### 5. GRIEF/BEREAVEMENT COUNSELING

Since grieving is a process that does not end with a loved one's or friend's Funeral/Memorial Service, Rev. Verblaauw is available for grief and bereavement counseling sessions. Should you desire long-term counseling, he can and will refer you to trained grief counselors.

#### 6. MUSIC & ALTERNATE MUSICIAN(S)

Ms. Susan LaFever, our Director of Music, should be consulted with the selection of any special music or soloists you would like to incorporate as part of this service. She can arrange for a soloist at an extra charge. As our Director of Music, Ms. LaFever has the right and privilege of first refusal to serve as musician for the Funeral / Memorial service.

#### 7. PLANNING FOR A REPAST LUNCHEON

If you desire to have a repast luncheon at the church following the Funeral/Memorial Service, our Women's Fellowship can make the appropriate arrangements. The repast luncheon generally includes finger sandwiches, salads, desserts, and beverages. The Women's Fellowship will need to know how many guests will be attending the repast. An invoice for the cost of food and beverages will be presented for reimbursement on repast luncheons arranged on behalf of non-members of the congregation.

#### 8. IMPORTANT TELEPHONE NUMBERS

Rutherford Congregational Church	201-438-6324
Rev. Ronald E. Verblaauw	201-838-4254
Ms. Susan LaFever	201-893-5818

#### 9. DONATIONS & HONORARIUMS

Building Use Donation –	
Members	No charge
Non-Members	\$250.00

Pastor's Honorarium	\$300.00
Director of Music's Honorarium	\$225.00
	\$100.00/Hr. rehearsal with soloists, etc.

Interment of Ashes

Rutherford Congregational Church Memorial Garden - \$150.00

**All fees are payable prior to the commencement of the Funeral / Memorial / Interment.**