

Thank you for allowing Scarborough United Church to assist you in celebrating the life, and mourning the passing of your loved one. This resource will help you to begin planning a Memorial Service, Funeral, or Celebration of Life, but please do not hesitate to contact the church office directly if you have any questions or concerns.



Sunday Worship - 10:30am  
[office@scarborounited.ab.ca](mailto:office@scarborounited.ab.ca)

134 Scarboro Ave SW  
Calgary, AB T3C 2H1  
[scarborounited.org](http://scarborounited.org)  
[@scarborounited](https://www.instagram.com/scarborounited)  
403-244-1161

# Memorial Services

at

SCARBORO  
UNITED  
CHURCH



## THE SERVICE

Services are officiated by our Minister in the Sanctuary, but smaller gatherings (with less than 30 guests) can be accommodated in the Chapel. Floral arrangements are often removed from the church after the service, but if you wish to leave them in place for Sunday Worship, please let us know so that we can recognise your gift.

## MUSIC

We have a tradition of excellent music at Scarboro, and are able to provide an experienced Music Director to assist you. They will ensure that there is a skilled musician for the service, work closely with the Minister on musical selections, and consider requests for soloists. Pre-recorded music is not permitted, except to accompany a photo slideshow.

## RECEPTIONS

The Marilyn Perkins - Memorial Hall is often used to host receptions. It is a lovely, bright space that can accommodate medium to large groups comfortably.

You are welcome to provide food and beverages for the reception. We ask that you provide compostable or recyclable cups and napkins. If you are using a caterer or a funeral home, they are often able to provide serving staff who will also assist with clean up.

## PRICING

### FUNERAL SERVICE ONLY

3 hours  
beginning 1 hour before the service  
\$915

### FUNERAL SERVICE & RECEPTION

5 hours  
beginning 2 hours before the service  
\$1,125

## WHAT IS INCLUDED?

- Elegant Service and Reception Spaces
- Our Minister will meet with you in advance to plan a worship service that is an appropriate and meaningful tribute to your loved one.
- Expertise of our Music Director
- Our Hostess and Caretakers will ensure the space is set up and ready for the service. The Hostess will greet the family, coordinate with the funeral home, and ensure a smooth running service.
- We will provide a simple PowerPoint slideshow to be projected during the service and a technician to run it. If you would like to add photographs or a slideshow, please ensure they are delivered to the church at least 3 business days before the service. (Additional fees may apply if significant formatting is required.)
- A paid server will be provided for the reception if you have not hired serving staff.

The Church Manager will provide you with an invoice after your meeting with the Minister. Payment of fees is due one day prior to the funeral service, as specified in the invoice.

# Checklist

## DO YOU HAVE:

- An appointment with the Minister
- A Funeral Home
- Ushers or Greeters
- A Guestbook
- Programs or an Order of Service
- Additional Musicians or Soloists
- Have these musicians made contact with the Music director?
- Photo slideshow / additional slides - is there audio? Yes / No
- Additional slideshow content (photos) have been sent to the church no less than 3 business days before the service
- Tablecloths (in addition to or instead of the ones provided by the church)
- Food / Caterer - will you be require a server? Yes / No
- Coffee & tea, milk/cream, sugar
- Cups/dishes & napkins (rented or compostable/recyclable)

### Tip:

If you are having a reception, it is a good idea to make a plan for the receiving line. Would you like to stand or be seated? Would you like a glass of water? A cup of tea? Try to have a spot in mind so that you don't get caught at the door to the Memorial Hall, creating a bottleneck.

