

## Planning a Funeral or Memorial Service at the Congregational Church of Hollis, UCC

**Prior to planning the service, please arrange the service time and date with our pastor, Rev. Tanya Rasmussen.** Complete and return the accompanying information form.

To assist you in planning the service, this is a typical UCC Order for a Service of Thanksgiving for One Who Has Died (funeral or memorial service):

1. Prelude
2. (Procession and) Scripture Sentences
3. Greeting
4. Hymn or Song
5. Prayer
6. Readings from Scripture (& other appropriate sources)
7. Sermon/Pastoral Reflection or Pastoral Eulogy
8. Tributes from Family & Friends/Eulogy
9. (Affirmation of Faith)
10. Hymn or Song
11. Prayers of Thanksgiving & Intercession
12. Prayer of Commendation
13. Hymn or Song
14. Benediction
15. Postlude

### FUNERAL/MEMORIAL SERVICE FEES:

The Church Council has prepared the following list of fees for use of building and services:

Minister - Suggested honoraria:

Memorial Service & Interment Ceremony \$300

Memorial Service only \$250

Interment Ceremony only \$100

Check payable to Rev. Tanya Rasmussen

Accompanist - \$150 – check payable to Julie Oliver

Custodian - \$75 – check payable to John Balfour

Bulletin preparation fee - \$50 – check payable to preparer (ask for name)

Deacon fee - \$50 – check payable to The Congregational Church of Hollis

AV Livestreaming (optional/subject to technician availability) - fee - \$100 – check payable to technician (ask for name)

Use of the Meetinghouse - No Fee

Use of Hardy Hall and/or Kitchen - No Fee

### CONTACT INFORMATION:

The Congregational Church of Hollis  
3 Monument Square  
Hollis, NH 03049  
[www.hollischurch.org](http://www.hollischurch.org)

Church office phone (603) 465-7797  
email: [churchoffice@hollischurch.org](mailto:churchoffice@hollischurch.org)

Rev. Tanya Rasmussen email:  
[pastor@hollischurch.org](mailto:pastor@hollischurch.org)

## FUNERAL/MEMORIAL SERVICE INFORMATION SHEET

FULL NAME of Deceased: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Deceased Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Special Service Requests: (hymns, scripture or other readings, poems printed in bulletin, pictures, etc.)

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Memorial donations made to: \_\_\_\_\_

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Accompanist: YES \_\_\_\_\_ NO \_\_\_\_\_

Casket present at service? YES \_\_\_\_\_ NO \_\_\_\_\_

Reception at the church following service? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, do you want reception information printed in the bulletin? YES \_\_\_\_\_ NO \_\_\_\_\_