

I know right now you find yourself at a place in life you never planned on being. Death always catches us by surprise and we suddenly are immersed in plans we have not prepared for, and quite frankly, would rather not be doing. Since we have walked down this path with many in our fellowship over the years, we have had the opportunity to cover many of the details that you are facing right now. We are here to do all we can to make this time easier for you, to facilitate this time of remembrance, and to begin the healing process for you and the family.

Our prayer is that the God of all comfort, who has comforted us all at one time or another, will comfort you with His presence and grace . . . a grace that His Word tells us is cut to size for each need.

God bless you!

Pastor Alec Rowlands  
*Senior Pastor*

# Memorial & Funeral P L A N N I N G

Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort... who comforts us in all our troubles.

— II Corinthians 1:3 & 4



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## To Our Westgate Chapel Family

We are here to walk you through this difficult time. We hope the following information will help you and your family with the planning and preparation.

### The Service

The Sanctuary is available for the service. But if you know the attendance will be small, then we will suggest a smaller room to conduct the service.

### Music

Westgate Chapel is blessed with musical talent. We can suggest someone to play keyboard and also suggest a soloist. During the planning of the service, we ask that you discuss your music selection with the pastor.

### Reception

If your family chooses to have a reception following the service, we will assist you in the planning and a meeting will be set up to discuss the details. We suggest you appoint a friend or family member to work with our staff.

Depending on how many guests you anticipate, a suitable-sized room will be made available to you. The church will provide the cake, punch, coffee and tea for the reception. If additional food is desired, the family will need to provide that. We have a Reception Coordinator who will work with you. She will purchase the cake and punch, set up

the room and the tables (with tablecloths), prepare the coffee and punch, and also serve at the reception. If you are serving sandwiches or other food, additional servers will be needed. The person you appoint to work with us will be responsible to secure the servers and to make sure all dishes and utensils are returned to the appropriate people after the reception.

### Flowers

Following the service, flowers will need to be removed from the Sanctuary or other rooms.

### Other Information To Help

#### You With Your Planning

When you meet with us, if you haven't already selected a funeral home, we can make some recommendations to you.

Are you planning to have a printed program? We recommend you take your design to a copy center (Kinkos, Costco, or CopyMax) for assistance and reproduction.

If the family wants to produce a video to be shown in the service, we can recommend a company to you that will help in this process. We will provide the equipment for the presentation.

We can also provide you with tables and easels, in the Foyer or in the reception room, to display your pictures and memorabilia.

## Costs

### Service

Use of building .....	no charge
Custodial.....	no charge
Sound Technician .....	\$100
(2 hr. minimum) \$25 For each additional hour.	
Media/Lighting.....	\$75
(2 hr. minimum) \$25 each additional hour.	
Officiating Pastor .....	Family discretion

### Reception

Coordinator .....	\$150
Paper Supplies.....	no charge
Tablecloths.....	\$2 each
Coffee Service.....	no charge
Cake/Punch .....	no charge

### Musicians

Keyboard .....	\$150
Soloist.....	\$100
Instrumentalist.....	\$100