

Additional Information

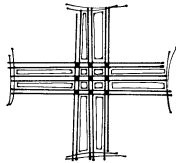
For more information concerning memorial services please contact one of the following:

The Rev. David C. Dornack, Pastor
david@rosecityparkpres.org
503-282-0965

The Rev. Chris Hyde, Program Coordinator
chris.h@rosecityparkpres.org
503-282-0965

For more information concerning making a memorial donation, please contact:

Romalia Stickney-Shibley, Office Manager
romalia@rosecityparkpres.org
503.282-0965

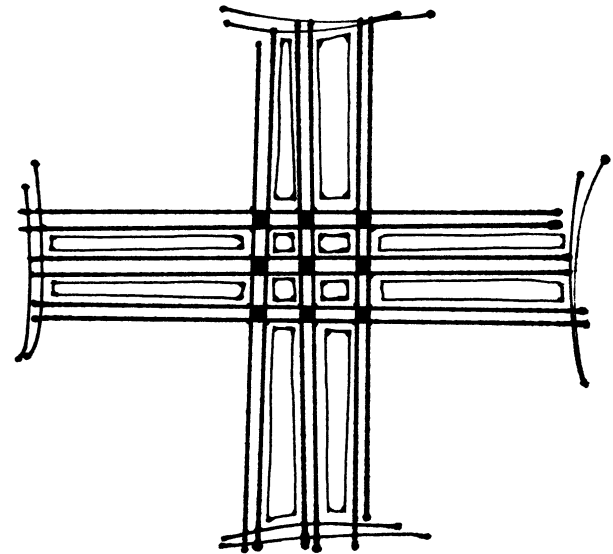


Rose City Park Presbyterian Church
1907 NE 45th Avenue
Portland, OR 97213
(503) 282-0965
www.rosecityparkpres.org

August 2015

Transformed by Hope:

Memorial Services at
Rose City Park Presbyterian Church
Portland, Oregon



*Come unto me all that travail and are heavy laden,
and I will refresh you.
Matthew 11:28*

Memorial Service Overview

Rose City Park Presbyterian (RCPPC) is committed to providing support to families in all circumstances. The loss of a loved one is a time for mourning, yet Christians consider death a celebration of life and eternal life. We are honored to assist you in your time of grief. In order to provide the very best support for you and your family, we have developed these guidelines for Memorial services at RCPPC.

Guidelines

Memorials are given priority for scheduling over all other meetings and church functions. Every effort will be made to accommodate your family's schedule. Monday – Friday, it is best to schedule a service after 1 p.m. due to Loaves & Fishes serving meals in the fellowship hall. Please call to speak with a pastor or the office manager for scheduling. Final arrangements can be made after we have ensured an opening on the calendar.

Clergy

RCPPC's clergy will conduct all memorial services. Guest clergy may participate in services with the approval of the officiating pastor.

Memorial Service Liturgy

At RCPPC we use the Presbyterian Church (USA) Book of Common Worship for the general outline for the service. We do allow for some flexibility, so it is very important to consult with the officiating pastor about planning the service. We do permit a time for sharing remembrances during the service, and we encourage some remembrances to be shared during the reception following the church service.

Music

Our organist is given the first right of refusal for any service. If you desire another organist, that person must meet with our organist first to be approved for the service.

We have a suggested list of hymns and music that will be given to you to assist in the planning of the service with the pastor.

We prefer that recorded music not be used during the service. You are welcome to play any favorite CDs or recordings during the reception in the parlor.

Flowers

Please let the church office know the name of your florist so that we may coordinate delivery times when the church will be open.

Memorial Service Fees

Organist	\$150
Soloists and Instrumentalists (minimum per musician)	\$75
Pastor(s) (per minister)	\$200
Custodian (when outside scheduled hours)	\$100
Custodian (post-reception event)	\$100
Sound Tech	\$35
Building Administration Fee (when outside scheduled hours)	\$100
Secretary Fee (for non-members only if requested)	\$50
Reception Fee (post-reception event)	\$100
Sheet Music Fee	Actual Cost

Please make checks out to the individual performing the service. The pastor will provide you with names and will distribute the checks on the day of the service.

Reception

RCPPC will provide a reception in the parlor immediately following the service. This usually consists of coffee/tea/punch and an assortment of cookies.

Memorial Displays

We encourage the use of "memory boards" in the parlor or a picture of your loved one that can be placed on the table in the upper narthex or in the sanctuary. The church has easels and stands you may borrow if needed. Please contact the office manager to make arrangements.

Memorials

We will list family-designated memorials in the worship bulletin. For any service held at RCPPC we will automatically list RCPPC as a recipient of memorials.

Parking

Your family is welcome to use the small parking lot on Sandy Boulevard. There is usually adequate on-street parking. On the weekends you may use the Big Brothers, Big Sisters parking lot at Hollywood Square, 1827 NE 44th Avenue. If you feel you must park in the Grocery Outlet Lot, please go and speak to the manager to obtain permission first.