

Kingston Congregational Church  
2610 Kingstown Road  
Kingston, RI 02881  
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www.kingcongchurch.org

(Amended 11/7//24)

## **Memorial Services and Funerals**

**held at**  
**The Kingston Congregational Church.**

Remembering a beloved family member or friend is an important time in the life of one's spiritual journey. The way in which we remember and commend to God's hands the one who has died helps those left behind to mourn and grieve appropriately and to bid farewell within the context of a faith community.

The Pastor works with the family to prepare for a service which will be most meaningful to them and which is most in keeping with the intended wishes of the one who has died, arranging to meet together in their home or at the church several days ahead of the service to ensure requested arrangements can be made in a timely way.

Sometimes the funeral home will be the first point of contact for the family of one who has died. It is often the funeral home which contacts the Pastor to seek her availability. If so, then the Pastor contacts the family to guide their making of arrangements for the funeral or memorial service. Among the questions to be decided are:

- Choice of scripture readings (the Pastor can supply a list of most frequently requested)
- Music: if singing congregational hymns, do you/did your loved one have favorites? If special music, by whom? See No. 2 (below)
- Speakers: who will offer a eulogy or “words of remembrance”? Who will read selected readings?
- Collation (reception): will you request a collation at the church? See “RECEPTION” below.
- Will interment of urn or casket, precede or follow service, or be scheduled for another time?

To provide information and to avoid misunderstandings at a time of mourning, the following policies are presented to those who might desire to arrange a funeral or memorial service at The Kingston Congregational Church.

### Policies and Procedures:

1. The Pastor of the church will officiate at all services which take place at the Kingston Congregational Church, unless for some reason that is not possible. Guest clergy (e.g., relatives or friends who are ministers) may be invited to take a part in the service, but only at the invitation extended by the Pastor of The Kingston Congregational Church.
2. The church organist will be responsible for all music. If unavailable for any service, the organist will make other arrangements in consultation with the Pastor. Use of recorded music is not encouraged. Guest musicians should not be invited until after consultation with the organist and Pastor. A soloist may be arranged through the organist.

3. Suggested Donations: Please write checks directly to church and individuals as follows:

	<b>Members</b>	<b>Non-members</b>
Sanctuary	no charge	\$200
Reception room	no charge	\$150
Pastor	\$250	\$300
Organist	\$250	\$250
Soloist	\$100 minimum	\$100 minimum
Sexton	\$125 \$150 with reception	\$125 \$150 with reception
Livestream/recording	\$100	\$100

<p><b>RECEPTION</b> Often volunteers of the church can assist in hosting a reception; if so, a donation is appropriate to cover their costs. Their time is graciously offered.</p>	<p>Suggested donation of \$50-75 to cover costs of volunteers' materials and supplies. Please note "reception" on the memo line of your check payable to KCC. <b>All food and beverages other than coffee need to be supplied by a caterer of your choice and delivered to church no later than one hour before service.</b> Our hosts will set out, serve and clean up. Please limit reception length to 90-120 minutes in respect for our volunteers.</p>
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**PHOTOS:** We have capacity to digitally display one photo in the sanctuary and/or many (a slideshow) Fellowship Hall on large screen. Please arrange for desired photos to be loaded on a USB drive.

**FLOWERS:** If family would like to provide flowers for the sanctuary or Fellowship Hall, we recommend ordering through Kenyon's Florist (Wakefield) (401) 789-9381 as they know the best size and shape for our altar table.

**ORDER OF SERVICE:** The church office can assist in printing an order of service for attendees similar to the Sunday Order of Service. If other choices are desired, we recommend Print Source (Wakefield) (401) 789-9339.

**LIVESTREAM AND/OR RECORDING:** We have capacity to livestream the service via Zoom webinar format and create a recording of the service if personnel is available. An additional fee for personnel time is required.

**IN REMEMBRANCE:** Some families desire to honor members by asking that in lieu of flowers, contributions be made to *The Sanctuary Fund* of the Kingston Congregational Church, to be noted in the obituary. Special envelopes are available and may be placed at the door to the sanctuary.