

**MEMORIAL SERVICES, FUNERALS & INTERMENTS AT
THE VILLAGE CHURCH NORTHBROOK**



**THE VILLAGE CHURCH NORTHBROOK
1300 Shermer Road
Northbrook, IL 60062-4577
847-272-0900**

www.villagechurchnorthbrook.org

MEMBERS OF STAFF

REV. DR. SPENCER LUNDGAARD

Senior Pastor

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REV. GREG BUELL

Associate Pastor of Discipleship & Caring Ministries

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GAY BOUNDY

Office Manager

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LUKE STONER

Minster of Contemporary Worship & Senior High

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ED BURTON

Family Minister/ Livestream & Video Recording

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STACY MALLES

Assistant Office Manager/ Bookkeeper

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CHARLES HEESCH

Custodian

CHOOSING APPROPRIATE SCRIPTURES TO BE READ

Many Scripture readings are appropriate for a funeral. Here are some to read as you plan:

1 Corinthians 15:50-57	Psalm 34:18
2 Corinthians 1:3-5	Psalm 42:1-7
1 Thessalonians 4:13 – 18	Psalm 46:1-10
Isaiah 25: 6-9	Psalm 56:10-13
Isaiah 41:10	Psalm 90:1-12
Isaiah 57:1-2	Psalm 106:1-5
Isaiah 61:1-3	Psalm 116
John 14:1-6	Psalm 121
John 14:25-27	Psalm 130
Lamentations 3:22-26; 31-33	Psalm 139:1-11
Matthew 5:1-12	Philippians 4:7
Psalm 23	Romans 8:35-39
Psalm 27:4-5	

CHOOSING APPROPRIATE SONGS TO SING

Hymn 23 Children of the Heavenly Father	Hymn 465 Precious Lord, Take My Hand
Hymn 43 Guide Me, O My Great Redeemer	Hymn 466 Abide with Me
Hymn 46 How Lovely, Lord, How Lovely	Hymn 469 Swing Low, Sweet Chariot
Hymn 191 Praise the Savior, Now and Ever	Hymn 507 How Lovely is Your Dwelling
Hymn 197 Christ is Risen	Hymn 572 Sing Praise to God Who Reigns Above
Hymn 366 My Jesus, I Love Thee	Hymn 348 Great Is Thy Faithfulness
Hymn 369 My Shepherd Will Supply My Need	Hymn 553 How Great Thou Art
Hymn 378 Lord of All Hopefulness	Hymn 574 How Great is Our God
Hymn 404 God of Our Life	Hymn 661 Just a Closer Walk With Thee
Hymn 426 My Faith Looks Up To Thee	Hymn 946 The Lord Bless You
Hymn 442 Praise The Lord Who Heals	
Hymn 451 When Peace Like a River	

PLANNING THE WORSHIP SERVICE

1. Memorial Services and funerals help the grieving mourn the loss of their loved ones and celebrate the Christian hope of the resurrection to eternal life.
2. Please contact the Office Manager at 847-272-0900, x6137 as soon as possible to check the availability of a Pastor and the Sanctuary for a Memorial Service. Please complete the memorial service form and return back to the Office Manager. Share 2-3 dates that would work for your family.
3. **Please note some Memorial Service policies at the church:**
 - a. Memorial Services will not be held on Sundays, due to worship services going on all morning.
 - b. Memorial Services can start earliest at 11 am on Saturday mornings.
 - c. All memorial services will be held in the Sanctuary and very small memorial services may be conducted in the Fireside Room (up to 15 people).
 - d. There are no visitations held at the church, so please contact your local funeral home to schedule this separately, if needed.
 - e. Memorial Service *may not be held* outside. Interment services (only) *may be held* outside at the Memorial Garden & Wall.
 - f. Memorial Services for non-members of the church would be at the discretion of the Sr. Pastor. Approval from the Session will be needed. They meet the 3rd Monday of each month. After the approval from the Session, planning may start for the Memorial Service.
4. Ask the Office Manager to set up a time with the Pastor to meet with your family to learn more about your loved one and discuss details about the memorial service. At this meeting:
 - a. The Pastor will lead the preparation of the memorial service (see page 6 for order of worship). All contents, elements, music, scriptures and participants in the service must be requested through and approved by the officiating pastor.
 - b. Indicate if you would like to have the service livestreamed or videotaped (extra fee).
 - c. Indicate estimated number of attendees.
 - d. Indicate if you would like to have a reception here at the church following the Memorial Service.
 - e. Schedule an interment service at the Memorial Wall & Garden, if applicable. To lease a niche at the Memorial Wall, please contact Gay Boundy, the Office Manager.

5. After the Pastor meets with the family, he will communicate all details of the memorial service to the Office Manager, who will then begin making arrangements with all staff involved.
6. Should you have any questions regarding the content of the funeral, please reach out to the Pastor. Any questions about logistics for the service, please contact Gay Boundy, Office Manager. (Contact information is located on the 2nd page of this manual)

CHURCH RESPONSIBILITIES

The Village Church of Northbrook is responsible for:

- Planning the order of worship and leading the service.
- Printing bulletins for the service.
- Providing donation envelopes in honor of deceased for the Village Church of Northbrook, if requested.
- Providing Communion (including servers), if requested. (Extra fee involved)
- Providing easels to place picture boards on, in the Narthex. (4 total easels)
- Providing a lectern and large table in the Narthex for guest signing book(s).
- Setting up and cleaning up the Sanctuary, Fellowship Hall or Westminster Hall (for reception) and other church facilities being used for the service.
- Providing ushers for the service.
- Providing a 'family room' in our Fireside Room for family to congregate before the service and pray with the Pastor.
- Providing videorecording and/or livestreaming services. (Extra fee involved).
- Providing a reception with coffee, tea, punch and cookies following the service by our Deacon Board. (No additional fee)

FAMILY RESPONSIBILITIES

The family is responsible for:

- Sharing information about memorial donations.
- Providing pictures of the deceased for the bulletin and livestreamed service, if applicable.
- Providing the guest book for the service.
- Providing a catered reception for guests (optional). The family is responsible for all planning and costs of catered receptions (food, sodas, service fee, etc.).
- Putting the obituary in the newspaper/internet if the funeral home is not putting it in the paper/internet.
- Providing MP4 file (from PowerPoint) on USB disk for slide screen show large TV monitor.
- Providing poster boards and photos to place on church easels in the Narthex.

ORDER OF WORSHIP FOR THE SERVICE AND BULLETINS

Prelude
Welcome and Opening Prayer
Opening Hymn or Praise Song
Psalm 23 (or alternate Psalm)
Scripture Readings
Special Music (optional)
Remembrances from Family and Friends*
Scripture Readings
Sermon Meditation
Special Music (Optional)
Prayers of Thanksgiving
Lord's Prayer
Words of Committal
Closing Hymn
Benediction
Postlude

*Nor more than 3 or a total of 15 minutes

SCHEDULE OF FEES FOR MEMORIAL SERVICES

Organist	\$275
Soloist	\$200
Parking Attendant	\$60*
Sound Technician	\$100**
Live Stream/Video Recording	\$200
Reception (coffee, cookies, punch)	No Cost
Facility Fee	No Cost

Suggested Honorariums for Pastors:

Memorial Service & Interment	\$400
Graveside Service	\$250
Interment & Burial only	\$100

*For services with over 50 attendees.

**For services with special audio needs.

MUSIC FOR THE MEMORIAL SERVICE

All music must be chosen in consultation with the officiating Pastor and our Director of Music. As you consider music for your service, remember that the ceremony is a service of Christian worship, and the music is intended to bring attention and praise to God. The Pastor and The Director of Music will offer guidance in music selection if such assistance is necessary and can also suggest instrumentalists and vocalists if they are to be a part of the musical plan for the service. When there is to be any special vocal or instrumental music, the Pastor and Director of Music reserves the right of final approval of the music and soloists.

The Village Church of Northbrook's Director of Music and Organist ordinarily plans and plays all keyboard music for memorials and funerals performed at the church. This means that if you plan to use the piano or pipe organ in your service, this position must be offered to the Organist/Pianist first. If the Organist/Pianist is not available to play on your date, he/she will assist you in finding a suitable replacement.

ORGAN MUSIC: There is an abundance of good organ music that fits beautifully in a sacred memorial service. To maintain a high standard of music at The Village Church Northbrook, only organ literature that is classic or sacred classic in nature may be used.

VOCAL AND INSTRUMENTAL MUSIC: Vocal solos are permitted only if they are sacred classic in nature. Any instrumental music that lends itself to a sacred atmosphere may be used. Many compositions for instrument and organ add to the beauty of a church memorial service.

SANCTUARY FLOWERS AND DECORATIONS

FLOWERS: Flowers may be provided by the family or anyone who would like to bless the family. 2 short, pillar stands are available to place flower arrangements on top in the front of the Sanctuary. Also, flowers on easels may be provided and located in front of the pulpit and lectern of the Sanctuary. If there are an abundance of flower arrangements, other flowers may be placed in the Narthex in front of the Sanctuary. Please have flowers delivered at least an hour prior to the memorial service.

CHURCH DECORATIONS: The church's decorations are not to be removed from their present locations. This includes all floral décor, silk greenery, furniture, flags, accessories and musical instruments. Church seasonal decorations, such as Christmas and Easter, in place in the Sanctuary, are not to be removed for funerals. The church does not permit the taping or clipping of flowers to pews or other parts of the Sanctuary.

PARTICIPATION BY MILITARY DURING SERVICE

Representatives of any Armed Forces that the deceased were a part in may provide funeral honors including:

- Playing of Taps
- A color guard
- Uniformed service members who present the burial flag

INTERMENTS

Village Church members who have leased a plot or niche for themselves or loved ones, may have their cremated remains interred in our Memorial Garden or Memorial Wall. Interment services may coincide with a Memorial Service at the church or be done separately at another time.

If you are a member of the church and would like more information about leasing a niche at the Memorial Wall, please contact Gay Boundy, Office Manager.

MEMORIAL GIFTS & ENDOWMENT

Information for recipient organizations for a memorial gift in honor of a loved one will be included in the bulletin for the service.

If the Village Church Memorial Fund is selected, please inform us in advance if there is a particular church ministry that the donations are to go toward.

Commemorative Gifts can be made to the Village Church Endowment Fund in honor of a loved one. Contact endowment@villagechurchnorthbrook.org for details.

FUNERAL HOME SUGGESTION

We work alongside funeral homes in preparation for the memorial services. Here is a suggested funeral home you can use:

N.H. Scott & Hanekamp Funeral Home

1240 Waukegan Road

Glenview, IL 60026

Phone: 847-998-1020

Website: www.nhscotthanekamp.com

PARKING AND DIRECTIONS

Parking is allowed in certain sections of **Meadow Shopping Plaza** next to the church along Cherry. Parking is allowed in certain sections across the street in the **Northbrook Shopping Plaza** (where Sunset Foods is). Please see diagrams below noting where parking is allowed. A Parking Marshal shall be hired by the family if the memorial service is over 50 people to direct.

