
“PEACE I LEAVE
WITH YOU; MY PEACE
I GIVE YOU.

-JOHN 14:27-

We are honored that you have contacted Memorial Drive United Methodist Church (MDUMC) to assist in honoring your loved one with a memorial service. We hope this guide helps you navigate through the memorial service planning process. Sometimes it is difficult to determine what the next step is when mourning a loved one. Our desire is that this guide relieves some of the stress that goes along with planning a memorial service.

PASTORS

Dr. Brad Morgan, Senior Pastor
Rev. Michael Jarboe, Senior Associate Pastor
Rev. DeAndre Johnson, Associate Pastor
Rev. Jennifer Veres-Schrecengost, Associate Pastor
Rev. Jim McPhail, Associate Pastor
Rev. Maggie Wood, Associate Pastor



MEMORIAL DRIVE
UNITED METHODIST CHURCH

12955 Memorial Drive
Houston, TX 77079
Office: (713) 468-8356
mdumc.org

MEMORIAL SERVICE

PLANNING GUIDE

WHAT TO DO AFTER
A LOVED ONE HAS DIED

FIRST STEPS TO TAKE:

1. CONTACT A FUNERAL HOME

Choosing the right funeral home can be important. Select a funeral home where you feel comfortable and that has a staff you feel you can connect with. Here are some suggestions that MDUMC works with often:

Dettling Funeral Home
14094 Memorial Dr
Houston, TX 77079
(281) 497-2121
www.dettlingfuneral.com

Memorial Oaks Funeral Home & Cemetery
13001 Katy Fwy
Houston, TX 77079
(281) 497-2210
www.dignitymemorial.com

2. CONTACT MDUMC

After you have contacted the funeral home, but before a service date is set, give the church office a call. It is helpful to have a few memorial service date options and any pastor preferences you have in mind before you call. Please contact MDUMC's Life Events and Volunteer Coordinator:

Kelly Cragg Vicente
(713) 468-8356 Ext. 122
KellyVicente@mdumc.org

Kelly will check date availability and coordinate with the pastors to begin planning your loved one's memorial service.

3. SCHEDULE A PLANNING MEETING WITH OFFICIATING PASTORS AND IMMEDIATE FAMILY MEMBERS

Once the memorial service date has been reserved and the pastor has been selected, a meeting will be scheduled between the family and the pastor to begin planning the service. Please bring a digital or printed photo for the service bulletin to this meeting.

KEY POINTS TO THINK ABOUT:

- Scriptures to be read
- Hymns to be sung
- Would you like an organist, pianist, or soloist?
- Family member(s) or friend(s) to speak for remembrances (usually 5 mins or less)
- Would you like a reception following the service?

SAMPLE ORDER OF MEMORIAL SERVICE

- Prelude
- Words of Grace and Greeting
- Hymn of Praise
- Prayer of Comfort
- Scripture Reading
- Sharing of Remembrances
- Solo or Hymn
- Words of Affirmation and Hope
- Prayers of Commendation
- Prayer of Thanksgiving
- The Lord's Prayer (congregational prayer or soloist)
- Hymn of Triumph
- Benediction
- Postlude

4. FEES

Individual checks for each fee should be paid prior to the Memorial Service. The officiating pastor or Kelly Cragg Vicente will provide names and help distribute the checks.

- Organist - \$300
- Soloist - \$175
- Suggested Pastoral Honorarium - \$350
- Media/Sound - \$150
- Food Services if needed

OTHER USEFUL INFORMATION

Memorabilia Table

An 8 foot table will be set up in the Narthex with a black tablecloth for family memorabilia. A Funeral Guild member will assist in setting up any photos or memorabilia before the service. There will also be an area available for a guest book if you wish to bring one. The church provides table easels and tripod easels for photographs. Once the memorial service has begun, the memorabilia, photos, and flowers in the Narthex will be moved to the reception area.

Bride's Room

The Bride's Room will be made available 30 minutes prior to the memorial service for family to gather. The pastor will greet the family before the service, pray with them, and lead them to the Sanctuary when it is time for the service to begin.

Reception

Receptions are typically held in Friendship Court, Wesley Hall, or the Narthex following the service. The MDUMC kitchen provides coffee, water, punch, and cookies at no cost to the family. You may bring in your own food or hire a caterer, but our kitchen does offer some options:

Finger Sandwich Platter - \$40

Serves about 20

(Deli Meat and Cheese on Soft Roll or Chicken Salad on Mini Croissant)

Cubed Cheese Platter - \$60

Serves about 40

Vegetable Platter - \$40

Serves about 20

Mixed Fruit Platter - \$60

Serves about 40