



NORTH COAST CHURCH

MEMORIALS

We are honored that you have chosen to allow our church to host your loved one's service, along with the opportunity to care for your family during this difficult time. We know that there are so many items you are already processing due to the loss of your loved one. With that in mind, we have put together this information sheet to help simplify the process of creating a memorial service utilizing North Coast Church.

North Coast offers a memorial service package which includes the most important elements to creating a memorial service honoring your loved one and God.

The package below is a gift from North Coast and is provided **FREE OF CHARGE when services are located at one of our campuses**. Our memorial services are scheduled to last 60–90 minutes with a reception of 90 minutes. The entire service with reception is 3 hours.

Our memorial service package includes:

- **FACILITY:** The use of our facility to host the memorial service and reception on Mondays–Fridays, 9:00am–5:00pm.
- **TECH SUPPORT:** Managed by North Coast Church staff, the use of sound equipment, video equipment, and technology currently installed in our facility, as needed to host the memorial service.
- **FACILITIES RESOURCES:** The use of our inventory of 6ft plastic resin folding tables, 60" round tables, canopies, belly height tables, tablecloths, easels, and padded chairs.
- **COMPLIMENTARY BEVERAGES:** Coffee, hot tea and water regardless of number in attendance.

Our memorial service package continued:

- **LEGACY PICTURE SLIDESHOW:** A video with a slideshow of your loved one created by our internal video department. This is typically played during the memorial service. A digital copy will be provided to the family.
- **SERVICE PROGRAM:** A program created by our internal graphics department and printed for the memorial service attendees.
- **DIGITAL PHOTO SCREEN DISPLAY:** A memorial photo slide created by our internal graphics department to be displayed during the service on the venue screens.
- **NORTH COAST CHURCH STAFF & VOLUNTEERS:** Personnel needed to set up the facility, run any technology, and assist with refreshments.
- **PASTOR:** A pastor who will host the service. This includes overseeing the progression of the service, care for the family up to and during the day of the memorial service and providing comforting words through a short and thoughtful message.
- **WORSHIP/SINGING:** A worship leader who will lead and perform one or two songs during the service.
- **PLANNING SUPPORT:** A memorial ministry liaison who will guide you and your family through the process of creating a memorial service.

There are only a few items you and your family will need to provide for us to host your loved one's memorial service:

- Schedule and attend an initial meeting with the Memorial Ministry liaison and pastor who will host the service.
- Upload the photos you want used in the legacy picture slide show to North Coast Church's online storage using the provided link.
- Provide the content for the service program paper pamphlet and partner with the team through completion of the program prior to the Memorial service.

Additional Info for Family Planning:

- North Coast is not able to provide video recording or live streaming for Memorial services. Families may hire a company to provide this service or ask a family member or friend to record or live stream during the service.
- An honorarium for the pastor may be requested for offsite services.

Receptions:

- North Coast Church will provide these requested items for a reception: assorted sodas, coffee, hot tea, water, paper products and disposable utensils.
- Families will be asked to purchase food items served at a reception.
- Families may be asked to provide additional support to assist the staff with set-up, serving and clean-up after the reception.

Our dedicated staff and volunteers are here to help. Our goal is to provide a quality memorial service honoring your loved one with very little burden placed on you and your family.

Our Team:

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<https://www.northcoastchurch.com/memorial-ministry/>