

Funerals and Memorial Services

As families or individuals call upon the Pastors and/or facilities of First Church of Christ Congregational for Memorial or Funeral Services the following guidelines apply. They may be adjusted at the discretion of the Pastor providing the services.

Organist and Musical Support

It is the responsibility of the Pastor providing the Funeral or Memorial Service to arrange for the organist. Arrangements for special music, such as a soloist or additional instrumentalists, are the responsibility of the family, in coordination with the church Director of Worship Arts.

Receptions

It is not a general practice for First Church to provide receptions following Funeral or Memorial Services. The officiating Pastor may choose to extend this service as circumstances warrant. It is the responsibility of the family to make arrangements for a reception, including the hiring of a caterer.

Gratuities

All checks are to be generated and distributed by the funeral home entrusted with final arrangements, when applicable. The family is responsible for reimbursing the funeral home directly for all fees incurred.

Fees

The Pastor's gratuity is \$250, payable to Rev. Jane Willan.

The Organist's gratuity is \$200, payable to James Boratko .

The Sexton's gratuity is \$200, payable to the Sexton on duty.

The Soloist's gratuity is \$100, payable to the Soloist.

The Memorial Plate fee is \$450, payable to First Church.



\$200.

Chapel \$200.

Auditorium for receptions \$200.

Friendship/Fellowship Rooms \$150.

PASTOR

The Rev. Jane Willan
Senior Pastor

DIRECTOR OF WORSHIP ARTS

Mr. James Boratko

OFFICE STAFF

Sarah Kopp
Linda Clark
Office Managers

Sexton Support

A Sexton is present at all
Funeral and Memorial
Services.

Office Hours

Monday - Friday
From 9:00 a.m. - 3:00 p.m.
Please call (860) 233-9605

First Church of Christ
Congregational
12 South Main Street
West Hartford, CT 06107

Memorial information can be
found on our website at
www.whfirstchurch.org

Memorial Garden



Purpose:

To provide a designated portion of church property as a planned garden of beauty, dignity, and meditation, for the use of church members and their families, regardless of their faith, and for the caring disposition of the cremated remains of loved ones.

Use of the Memorial Garden:

Present and former members of First Church of Christ and their families may use the Garden for the ashes of loved ones.

There will be no memorials within the Garden, nor monuments, plaques, stones, signs, or other markers. No commemorative plants, bushes, trees, or artifacts may be added to the garden.

The Memorial Garden Remembrance Room

The Kilbourn Room, which is located adjacent to the Chapel with direct access to the Memorial Garden, is the designated area for the Book of Remembrance. This room is also available for meditation.

The Book of Remembrance shall contain one page for each deceased, worded by the family. Each family is invited to contribute this page commemorating the life of their loved one. A copy of each page will be kept separately in a secure place.

Memorial Plates

Uniform bronze plates will be engraved according to specification with the names of the deceased and the years of birth and death.

The plates will be permanently mounted on the plaque on the south side of the Garden terrace.

Funding

A Memorial Garden Fund has been established to which gifts may be made, payable to First Church of Christ Memorial Garden Fund.

A donation of \$450 to the Memorial Garden Fund is requested at the time of booking the interment to cover the cost of the memorial plates, maintenance, and future enhancements to the Memorial Garden. Additional donations are gratefully received at any time.

