

# Funerals and Memorial Services



*As families or individuals call upon the Pastors and/or facilities of First Church West Hartford for Memorial or Funeral Services the following guidelines apply. Guidelines 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*

Pastor's gratuity \$300, payable to the pastor.

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

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

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

Livestream gratuity \$100, payable to the camera Operator.

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

***Church members may use the Church facility, including reception areas, without additional gratuities.***

***Non-Church Members have additional gratuities, all payable to First Church:***

Meeting House: \$200.

Chapel: \$200.

Auditorium for receptions: \$200.

Friendship/Fellowship Rooms: \$150.

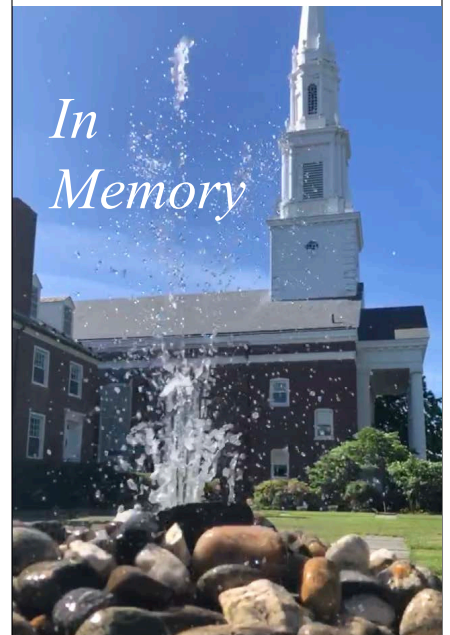
This information can be found on our website under WELCOME> [www.whfirstchurch.org](http://www.whfirstchurch.org)

**Senior Pastor**  
Rev. Fredd Ward

**Director of  
Worship Arts**  
Mr. James Boratko

**Office Manager**  
Sarah Kopp

**Sexton Support**  
A Sexton is present at all  
Funeral and Memorial  
Services.



*In  
Memory*

Office Hours  
Monday - Thursday:  
9:00 a.m. - 3:00 p.m.  
Friday: 9:00 a.m. - 12:30 p.m.  
Please call (860) 233-9605

  
first church  
WEST HARTFORD

First Church of Christ  
Congregational  
12 South Main Street  
West Hartford, CT 06107  
REV. 03•25•24



# 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.

