

# Memorials at Faith

*“Blessed are those who mourn, for they will  
be comforted.”*

*Matthew 5:4*

*New International Version*

*So often there is little that anyone can say or do at such a difficult time as this. The staff of Faith Community Church would like you to know that our thoughts, prayers and deepest sympathy are with you and your family.*

*Faith Cares is a ministry of Faith Community Church offering support, understanding, and follow up care to the grieving. They are here to minister to you in prayer and encouragement and to remind you that “you are not alone” on this journey.”*

*Please let us know if we can be of any help or if information is needed.*

## Memorial Services

### Initial Steps

Select the mortuary/funeral home that will best accommodate your desires and needs. Only the mortician will have the authority to take possession of your loved one either from home or the hospital. You may be aware of a mortuary in your area or the referral may come from a family member or a friend.

- Determine the type of service:  
For example,
  - Cremation or burial
  - Church memorial service
  - Graveside services
- If burial
  - Determine if open or close casket
- Select cemetery plot if one has not already been chosen
- Submit obituary notice in local newspaper (optional)
- Choose florist (optional)

## **Schedule**

Memorial services and receptions are scheduled based on availability. Tuesday through Friday bookings must conclude by 9:00 p.m. and on Saturdays by 1:00 p.m.

It is very important that you adhere to the approved scheduled times for the memorial service and/or reception.

## **Pastor**

Memorial services taking place at Faith Community Church will be performed by one of our pastors. The officiating pastor will meet with the family prior to the memorial service to establish the order of service.

## **Memorial Equipment**

The following Church-owned equipment may be used for memorial services taking place on the premises of Faith Community Church at no additional charge:

- Small Table
- Two Tall Columns
- Two Small Columns

## **Music**

All music to be included in the service must be provided by the family. Music choices must be presented to Jocabeth Rocha (626) 732-1672, for review and approval.

Please also make a list of the musical instruments you will be providing for the service. Church instruments are not available for use. Any desired musical instruments must be brought in by the memorial participants.

## **Decorations**

Should decorating in the room be desired, it is the responsibility of the family to decorate the room(s) for the Memorial Service and reception. Only pipe cleaners and/or floral wires are to be used for attaching decorations to church equipment. Nothing is to be attached or placed on the walls.

**The Aud** stage band equipment is not to be removed or used. All decorations must be placed around the band equipment. Band gear may be covered with decorative sheeting provided by the family.

## **Candles**

Due to safety concerns, only flameless candles are permitted and must be provided by the family.

## **Alcoholic Beverages and Smoking**

Drinking of alcoholic beverages and smoking is strictly prohibited on church grounds.

## **Weekend Worship**

If you have never attended a worship service at Faith Community Church, you are invited to join us at one of our four weekend services:

Saturdays: 6:30 p.m.

Sundays: 8:30 a.m., 10:15 a.m. and 12 noon

This will give you an opportunity to worship with us, give you an insight into our church environment, allow you to view our facility, and meet a community of believers offering you care and support.

## MEMORIAL SERVICE AND RECEPTION CHECKLIST

- Return the completed Memorial Service and/or Reception Reservation Request, and the final payment due to Faith Community Church at a minimum of one day prior to the Memorial Services.
- Attend a meeting with the Facilities Department representative. At this time you will go over the Memorial Service and/or Reception set up. This meeting will be scheduled following approval of your Memorial Service date and room assignment.
- Meet with the officiating pastor to plan order of service.
- Selected friends and family should be given the responsibility to ensure that decorations, floral arrangements, centerpieces and all other personal items are removed immediately following the Memorial Service. Faith Community Church is not responsible for any items lost or damaged.

## **DIRECTIONS TO FAITH COMMUNITY CHURCH**

### **From the 10 Freeway**

#### **East**

1. Take the VINCENT AVENUE exit.
2. Keep LEFT at the first fork in the ramp, RIGHT at the second.
3. Merge onto VINCENT AVENUE. You should be heading North on Vincent.
4. Turn RIGHT onto E BADILLO STREET.
5. Turn LEFT into PARKING LOT (Main Entrance).

#### **West**

1. Take the VINCENT AVENUE exit.
2. Turn RIGHT onto VINCENT AVENUE.
3. Turn RIGHT onto E BADILLO STREET.
4. Turn LEFT into PARKING LOT (Main Entrance).

### **From the 210 Freeway**

#### **East**

1. Take the IRWINDALE AVENUE exit.
2. Turn RIGHT onto N IRWINDALE AVENUE
3. Turn LEFT onto E BADILLO STREET.
4. Turn LEFT into PARKING LOT (Main Entrance).

#### **West**

1. Take the IRWINDALE AVENUE exit.
2. Turn LEFT onto IRWINDALE AVENUE.
3. Turn LEFT onto E BADILLO STREET.
4. Turn LEFT into PARKING LOT (Main Entrance).

## MEMORIAL SERVICES SITES

### ***Chapel***

The Chapel is a lovely, intimate room displaying glass panel doors leading out to the Courtyard.

Seating Capacity:

Service: 150 (with center aisle setup)

Reception: Receptions are not held in the Chapel

### ***Charles B. Reeve Pavilion***

The Charles B. Reeve Pavilion features a contemporary architectural style with unique lighting elements.

Seating Capacity:

Service: 450 (with center aisle setup)

Reception: 200 (with round tables)

### ***The Aud***

The Aud is the largest of our available rooms and displays a youthful design.

Seating Capacity:

Service: 600 (with a center aisle)

Reception: 300 (with round tables)

## **MEMORIAL SERVICE PRICING**

<b>Chapel</b>	\$ 390.00
<b>Pavilion</b>	\$ 465.00
<b>The Aud</b>	\$ 465.00

**Memorial Service room pricing (above) is for a one hour Memorial Service and Includes:**

- Pastor
- A/V Technician
- Room Usage
- Chairs
- Memorial Equipment

### **Off-site Memorial Services**

A fee of one hundred and fifty dollars (\$150) is to be paid directly to the officiating Pastor when performing an offsite Memorial.

An additional mileage fee of fifty dollars (\$50) will be added for a memorial service that takes place more than a ten-mile radius from the Church.

Faith Community Church equipment cannot be taken off-site.

## **RECEPTION INFORMATION**

### **Reception Scheduling**

The Memorial Service reception will be scheduled to begin immediately following the Memorial Service. Timeframes must be strictly adhered to.

### **Reception Music**

All music must be reviewed and approved by the Facilities Department representative prior to the Memorial Service.

### **Decorating**

Centerpieces and other table decorations are allowed; however, when considering candles, please remember only flameless candles are approved for use in our facility. No decorations of any kind are to be attached (taped, stapled, nailed, glued, etc.) to the ceiling or the walls.

**The Aud** stage band equipment must not be removed or used. All decorations must be placed around the band equipment. Band gear may be covered with decorative sheeting provided by the family.

## POLICIES FOR CATERERS AND VENDORS

- The family is responsible for keeping Faith Community Church informed of delivery and setup times.
- All rentals must be removed at the conclusion of the memorial service and reception. No items can remain onsite following the service.
- All vendors are required to check in with the Event Services (626) 858-8408, press 1 then 2680 upon arrival.
- Faith Community Church does not have kitchen facilities or equipment available. All food/drinks must be brought in fully prepared.
- The caterer must provide all items needed such as: dishes, glassware, tableware, serving carts, ice chests, dish towels and any other supplies required.
- Because of potential carpet staining concerns, it is the policy of Faith Community Church that **NO RED BEVERAGES, fresh or cooked strawberries, blueberries or raspberries** be served.

## RECEPTION PRICING

**Pavilion** \$ 250.00

**The Aud** \$ 250.00

**Reception Room pricing is up to two hours (above) Includes:**

- Pastor (Memorial Service only)
- A/V Technician (Memorial service only)
- Room Usage
- Tables
- Chairs

If an A/V Technician is desired for the reception an additional fee will be applied.

## MEMORIAL SERVICE AND RECEPTION COMBO PRICING

**(both functions held in the same room)**

**Pavilion** \$ 565.00

**The Aud** \$ 565.00

**MEMORIAL SERVICE INFORMATION**

Deceased Info:

NAME OF DECEASED: \_\_\_\_\_

AGE: \_\_\_\_ FCC PARTNER: \_\_\_\_\_

DATE OF LOSS: \_\_\_\_\_

MINISTRY INVOLVED IN: \_\_\_\_\_

FAMILY CONTACT: \_\_\_\_\_

STREET ADDRESS:  
\_\_\_\_\_

CITY/STATE/ZIP:  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_

E-MAIL: \_\_\_\_\_

***Family Info***

DO YOU CURRENTLY ATTEND FAITH COMMUNITY CHURCH?

YES \_\_\_ NO \_\_\_\_\_

HOW LONG HAVE YOU ATTENDED? \_\_\_\_\_

\_\_\_\_\_

MINISTRY INVOLVED IN: \_\_\_\_\_

\_\_\_\_\_

FAITH CARES REPRESENTATIVE: \_\_\_\_\_

# MEMORIAL SERVICES & RECEPTION RESERVATION REQUEST

- MEMORIAL SERVICE ONLY
- RECEPTION ONLY
- COMBO

## **REQUESTED DATE:**

FIRST CHOICE:     DATE: \_\_\_\_\_ TIME: \_\_\_\_ AM/PM

SECOND CHOICE: DATE: \_\_\_\_\_ TIME: \_\_\_\_ AM/PM

RECEPTION TO FOLLOW?                    YES \_\_\_ NO \_\_\_

## **REQUESTED SITES (for example, Pavilion):**

SERVICE: \_\_\_\_\_

RECEPTION: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

## **OFFICIATING PASTOR:**

FIRST CHOICE: \_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_