

Scattering Information & Request Form



Unity Village Chapel holds you and your family in prayer as you make scattering arrangements.

General Information:

Please complete the attached Scattering Request Form to provide the information required to schedule the scattering; these can be returned via post mail or email. 2 weeks' notice is preferred for scheduling purposes. Weekend scatterings can be to arrange as the Rose Garden is used for weddings & special events, but Unity Village Chapel will do the best to accommodate as we can.

Scattering Ceremony:

The standard ceremony is performed as below. If you have any special requests (change of reading, change of order of service, family participation etc, please note on the request form).

- Prayer & Purpose
- Honoring of Memory (*Minister & Attendee Remarks*)
- Moment of Silence
- Closing Reading (*The Traveler by James Dillet Freeman*)
- Consecration & Blessing of the Ashes

Scattering ceremonies can last anywhere between 10 minutes to 30 minutes depending on the number of attendees speaking and participating. Attendees do not have to be present to scatter ashes; we often receive loved ones via postmail and will do our best to accommodate any special requests.

Please note that the scattering of ashes independently, without being scheduled through the Chapel, is strictly prohibited by law. Unity Security patrols the premises regularly and will halt any unauthorized scatterings.

Honorarium:

Customary honorarium for ministerial services offering range is \$100 to \$300, please give as you feel guided and make the check payable directly to minister.

A separate love offering also accepted to Unity Village Chapel for hosting the service but is not required. These can be remitted as a separate check or electronically at www.unityvillagechapel.org/give. Contributions may be made in memory of deceased and are tax-deductible.

Please note that no one will ever be denied a scattering service due to their inability to remit honorariums.

Scattering Confirmation:

You are welcome to record the ceremony and take pictures. Unity Village Chapel provides a Scattering Certificate listing the deceased and date of scattering for your records. If ceremony is performed without attendees, the certificate will be post mailed to the contact listed on the request form.

Checklist for Requestor:

For your convenience, please utilize this list to prepare for the scattering ceremony.

- Remit completed scattering request form to Chapel
- Remit copy of eulogy or online link Chapel
- Remit photograph of deceased to Chapel
- Confirmation of date and time with Chapel
- Send ashes to Unity Village Chapel (*if not being delivered in person*)

400 Unity Circle North, Suite A, Lee's Summit, MO 64086 | 816-355-4570 | unityvillagechapel@gmail.com | www.unityvillagechapel.org

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Thank you for providing the following information:

Name of deceased: _____

Deceased birthday: _____ Deceased transition day: _____

Name of contact person: _____

Contact address: _____

Contact telephone number: _____ Email: _____

Relationship to deceased: _____

Is deceased a Unity Village congregant? Yes No
(Being a congregant is not required for a scattering, this is just for our records)

If yes to above do you want a congregational announcement of transition? Yes No
(Radiance newsletter, Sunday Service announcement, posting of obituary etc)

Preferred Minister(s): 1st Choice _____ 2nd Choice _____

Estimated number of attendees: _____

Attendees involved in scattering and relationship to deceased:

Changes in service requests or special needs (special readings, change in service order etc)

How will the remains arrive to Chapel? Shipping _____ In Person Delivery _____

If you are shipping, please use following address:
Unity Village Chapel, ATTN: Mark Livingston
1901 NW Blue Parkway
Unity Village, MO 64065

Preferred date/time for service: 1st choice: _____ 2nd choice: _____

If another loved one is scattered in the Unity Village Rose Garden, please provide the name and scattering date:

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Please provide a copy, or link to online version, of the obituary and photos to Unity Village Chapel