

Memorial Information & Request Form



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

If you need to arrange for a memorial after office hours Tuesday through Thursday, 9:00 AM – 4:00 PM, please contact the Unity Security team at 816-251-3355 and they will locate one of our ministers.

General Information:

Please complete the attached Memorial Request Form to provide the information required to schedule the memorial; these can be returned via post mail or email. Unity Village Chapel works directly with the Unity Village Headquarters to secure the location and schedule accordingly. The chapels on Unity Village grounds are generally reserved for an hour before the Service and 30 minutes after to ensure there is time for you and your family to set-up and time to gather flowers and other items from the Service. Unity Village Chapel can arrange for a minister to officiate the Service or you can provide your own.

Memorial Ceremony:

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

Welcome & Invocation
Service Reading (*I Am There by James Dillet Freeman*)
Service Music (*Provided by Family*) *
Eulogy & Message
Personal Memories & Tributes
Service Video or Additional Music (*Provided by Family*) ^
Benediction (*Prayer for Protection*)

* *Music* * If you wish to include music as part of the service, please provide the CD and/or digital selections 3 days prior to the service so we can ensure that it works correctly with our equipment. For live music, you will need to make arrangements for those services directly and the musicians will need to provide their own instruments. You are welcome to use whomever you would like, we have included a list of Chapel musicians below for your convenience.

Group ensemble, based on availability, \$450 per hour. Contact Joe Cartwright.
Singer/Guitarists: \$100 per hour standard honorarium
Joe Cartwright (pianist) / joecartwrightmusic@gmail.com (\$150 per hour)
Steve Epley (vocals/guitar) / steve.epley@outlook.com / 816-286-8969
Linda Chubbuck or Green Spirit Group / songs@lindachubbuck.com
Rev. Erin McCabe (vocals/guitar) / 816-251-3590 (Love Offering range \$75-200)
John Loux (vocals/guitar) / JohnLouxmusic@gmail.com / 816-550-8845
Karl Jensen (vocals/guitar) / offers his services for gratis (no fee)
Cheri Jamison (vocals) / Cherisinger@gmail.com / 323-632-6717

^ *Slideshows and/or Videos* ^ If you wish to include a slideshow and/or video as part of the service, please provide these completed products 3 days prior to the service so we can ensure they work correctly with our equipment. For large services (over 300) or any booked in the Activity Center, it may be necessary to make a separate contract with one of the Unity Village technicians to run the sound/video equipment. The Unity Multimedia Manager, Lane Turner, is available for \$100 per hour. Please contact him directly at 816-251-2750 to schedule together.

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Honorarium:

Customary honorarium for ministerial services offering range is \$150 to \$500, please give as you feel guided and make the check payable directly to the minister. Rev. Erin McCabe, Rev. Diana Kennedy, Rev. Maryanne Jones and other assigned ministers are available.

A separate love offering is also customary to the Chapel for hosting the service and/or reception area. This offering can be remitted as a separate check payable to Unity Village Chapel or electronically at www.unityvillagechapel.org/give. Contributions may be made in memory of deceased and are tax-deductible. A receipt of this honorarium will be mailed to the contributor within a week of the memorial service.

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

Reception:

If you wish to hold the reception after the memorial service in the UVC CommUnity Center, please coordinate with the Chapel office for scheduling. The Sisters of Myrtle Fillmore are available to provide assistance with setup, obtaining refreshments and clean-up upon request. You are also welcome to hold a reception independently from the assistance of the Chapel for an additional love offering with the understanding that it must be cleaned and returned to original condition upon conclusion.

Checklist for Requestor:

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

- Remitted completed memorial request form to Chapel
- Confirmation of date, time and location with Chapel
- Remit copy of eulogy or online link to Chapel as soon as possible
- Remit photograph of deceased to Chapel as soon as possible
- Music, slideshow and/or videos provided to Chapel 3 days prior to service
- Prepare honorarium for ministerial services
- Prepare tax deductible memorial honorarium to Unity Village Chapel

Possible additional items

- Hired musicians directly and informed them to bring their own instruments, guitar stand and ¼ inch cable, if applicable
- Communicated musician information, song choices and instruments utilized to Chapel
- Hired technical support assistance
- Coordinated arrangements for reception following service
- Designated attendee(s) to take flowers and photos to car or CommUnity Center for reception
- Designated attendee(s) to lead people to the CommUnity Center for reception
- Prepare honorarium to Unity Village Chapel for use of CommUnity Center

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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 memorial, 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)

Additional Ceremonies: Scattering Burial None

Will there be remains? Yes No If yes, what type? _____

Preferred Minister: Rev. Erin McCabe Other: _____

Estimated number of attendees: _____

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

Preferred location for service: Fillmore Chapel 2nd choice: _____

Will there be music? Yes No If yes, is it live or recorded?

If live, what instruments will be used? _____

Will there be slideshow or video? Yes No If yes, will it have sound? Yes No

Will there be a reception? Yes No If yes, will be held in CommUnity Center

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

Family members involved & roles:

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