



MEMORIALS AND FUNERALS

AT WESTWOOD PRESBYTERIAN CHURCH

10822 Wilshire Boulevard
Los Angeles, California
(310) 474-4535

*As we mourn our loved one who has died, this service provides us the chance to come together –
to remember and give thanks to God for the gift of this life,
witness to the hope of the resurrection,
and remind one another that we are never alone.
With tears and thanks, with memory and hope,
we are sustained by the power of the Spirit and the community of faith.
Our church offers a ministry of love and hope to all who grieve.*

Dear Friends,

“In life and in death we belong to God,” Scripture tells us. We trust that the enduring promise of God’s love will sustain us in our time of loss. We offer our church’s ministry as a visible sign of that love.

We hope that this booklet will help you in your preparations. Please do not hesitate to turn to any of the pastors and staff for guidance, comfort and assurance. Our prayers are with you, now and always.

Rev. Dr. Mike Morgan, Rev. Mark S. Jones, Sr., and Rev. Paula Mann
Pastors, Westwood Presbyterian Church

THE PEOPLE WHO WILL HELP YOU

Pastors

Our pastors are here to help in this stressful time. The pastor will counsel you and your loved ones as you plan the funeral or memorial service. In addition, the pastor can perform a simple service of committal at a time and place agreed upon by all concerned. Our pastors will be available to you for counsel and support in your ongoing bereavement.

Rev. Dr. Mike Morgan, Pastor

mmorgan@westwoodpres.org

Rev. Mark S. Jones, Sr., Pastor of Mission, Outreach, and Pastoral Care

mjones@westwoodpres.org

Rev. Paula Mann, Executive Associate Pastor

pmann@westwoodpres.org

Music Director

Music for the service will be selected in consultation with the pastor and the music director. Music may include prelude, postlude, choral music or solos and normally should be sacred or classical music appropriate for worship. The Music Director will help you select music and will assist in finding soloists or other instrumentalists if desired. The Music Director may also be available to provide piano accompaniment, music direction to soloists or other instrumentalists, or direct the choir.

Dan Redfeld, Music Director

dredfeld@westwoodpres.org

Organist

The church Organist may play for services held at the church. If our church Organist is not available, the church will provide a substitute Organist.

Planning Coordinator

The Planning Coordinator will assist in the planning and organizing of your service. They will schedule the maintenance and custodial staff, coordinate the production and printing of your program, arrange room set-up, coordinate your sound and technology requests, and help you organize a reception if desired. The Planning Coordinator will also provide you with your Memorial Fee Sheet and may be present on the day of your service to coordinate the staff and make sure everything is running smoothly.

Sarah Davis, Planning Coordinator

sdavis@westwoodpres.org

THE FUNERAL OR MEMORIAL SERVICE

Our services celebrate life and give thanks to God for life eternal. The pastor/s will officiate at the worship service. Scripture is read, hymns sung, the Word proclaimed, prayers offered, and brief remembrances of the one who has died shared. The service ends by commending the one who has died to the care of God and sending the people forth with a blessing.

Service

Funerals and Memorial Services are held in the WPC Sanctuary. Services are typically between one hour and one and a half hours. The family may arrive up to an hour early to set up, drop off flowers, food, or other supplies, and run through the details of the service with a pastor. If you would like to arrive earlier, please consult with the Planning Coordinator. There may be an extra cost to pay our support staff to arrive earlier.

Bulletins (Programs)

Bulletins are prepared by church staff and include the Order of Worship. Please consult with the pastor about the Order of Worship, Scripture suggestions, and Words of Remembrance, Homily, or other aspects of the service. Please consult with the Planning Coordinator regarding picture(s), biography, and the number of bulletins to print.

Flowers

Flowers may be placed at the chancel (the front of the church Sanctuary). Additional flowers from friends and family may be placed at the chancel and at the reception if one is held in the church. Families are encouraged to take the flowers with them after the service. If they are not taken, our deacons will deliver them to our homebound and nursing home members. The florist we recommend is Westwood Flower Garden. They are familiar with our facility and have access to deliver flowers after hours or early morning prior to the service. Contact our Planning Coordinator for their contact information. The family may wish to suggest donations to a memorial fund in lieu of flowers. (See below.)

Memorial Designations

Memorial gifts may be designated as the family desires. They will be noted in the church's weekly News & Concerns if space permits. Donations to Westwood Presbyterian Church may be designated for a variety of specific ministries and missions. Your pastor can assist you in your decisions regarding memorial donations.

Portraits and Photography

Portraits and photographs may be displayed in the reception area, the narthex (entry area), and/or the front of the sanctuary. Family or friends are welcome to arrange these before the service. The church has easels that may be used for display.

Guest Book

A Guest Book may be provided by the funeral home with which you are working; or WPC is also able to provide you with one free of charge. Please be sure to have a family member or friend gather up the signed pages before leaving. The guest books will be available for signing at the entrances to the sanctuary. It is recommended to take them to the reception area as well.

Funerals and Cremation

If there has been a cremation, the urn or box of cremains may be placed on a table in front of the communion table. If there is a casket, a pall is to be used. The casket must be closed while in the sanctuary and covered with the pall. Pallbearers need to be selected by the family. Seats will be reserved for them in the front of the sanctuary.

Ushers

Ushering (greeting guests and handing out bulletins) is provided by our Usher Team. If the family would like to designate additional ushers to escort guests to their pews, the Usher team will assist them.

Sound, Video, and Livestream Services

Services include one designated sound technician. Video Recording and Livestream Services are also available at an additional cost. Please see the Memorial Fee Sheet for details.

Other Technology

The church provides the use of a large Smartboard to display a photo slideshow during the reception. The family is responsible for creating the slideshow and providing it to the church office prior to the service. You may email a link to the Planning Coordinator at least 3 days before your service, or provide a USB drive to the AV tech at least an hour before the service. Our AV tech will set up the slideshow to play during your reception. Photo Slideshows are available only during the reception in Hoffman Hall.

Parking

The WPC parking lot has approximately 80 spaces (including some double parking spots). If your Memorial Service is on a Saturday, the entire lot may be used for guests. If your Memorial Service is on a weekday, you may need to share the lot with Church and Preschool staff members. Staff and parking renters take up approximately 25 spots.

If you expect more than the available number of spaces, you will need to arrange for WPC to obtain a parking permit for street parking or purchase parking spots at the AVCO building next door. WPC can assist you in purchasing spots from the AVCO building or obtaining parking permits; contact the Planning Coordinator for information on costs.

Publication

Publication of the obituary is the responsibility of the family. The church office staff may inform callers about the date and time of the Memorial service as requested in the days leading to the service. If the deceased is a member of the church, we can notify the congregation about the upcoming service. We will pray for the family during Sunday worship. If the family would like, information about the service may be added to our Social Media and our confidential Prayer Chain. Please contact the Planning Coordinator if you would like your loved ones' service publicized to the church.

Reception

Receptions are held in Hoffman Hall (WPC's Fellowship Hall). The cost includes use of the church kitchen for 2 hours, paper products, tablecloths, and 1-2 custodians to prepare tables, set up food, and clean up. Use of church tablecloths, silverware, glassware, and china are not included in the Reception price, but may be added for an additional fee. Please contact the Planning Coordinator for details.

The Fee for Receptions does not include food. WPC does not have an in-house caterer, but the family may order food to be delivered to the church prior to the service. The church can also recommend affordable restaurants and caterers. Please contact the Planning Coordinator to arrange the reception and for details regarding fees.

MEMORIAL SERVICE PLANNING

Because it can be difficult in stressful times to plan wisely, members are encouraged to discuss and plan in advance necessary arrangements, including decisions about burial, cremation or donation for medical purposes.

Westwood Presbyterian Church provides this Service Planning Document as an offering that will help your loved ones devotedly carry out your choices at the time of your death.

A copy of this form will be kept in the church office and utilized by the pastors as they, with your loved ones, plan the specifics of your memorial service.

Name:

Address: .

Phone: .

Email: .

Date and place of birth:.

Parents:

Family members: .

Education: .

Your life's work:

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Favorite scriptures:.

Favorite hymns:

Activities special to you:

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Readings you would like used (please attach copies if possible): .

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Important Information about your life you want mentioned: .

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In lieu of flowers, memorial contributions should be sent to;

SCRIPTURE SUGGESTIONS

Old Testament

Job 19	I know that my redeemer lives
Isaiah 40	Comfort my people
Ecclesiastes	For everything there is a season

Psalms

Psalms 23	The Lord is my shepherd
Psalms 46	A very present help in trouble
Psalms 90	Teach us to number our days
Psalms 121	I lift up my eyes to the hills
Psalms 130	Out of the depths I cry to the Lord

New Testament

Matthew 18	The greatest in the kingdom of heaven
Luke 23	Today you will be with me in Paradise
John 11	I am the resurrection and the life
John 14	Let not your hearts be troubled
Romans 8	Nothing can separate us
1 Corinthians 13	Love is patient, love is kind
1 Timothy 6	Take hold of the eternal life
Revelation 21	Then I saw a new heaven and a new earth

MUSIC SUGGESTIONS

Hymns for Solo or Congregation

(listed by page numbers from *Glory to God*, The Presbyterian Hymnal)

1	Holy, Holy, Holy! Lord God Almighty!
14	For the Beauty of the Earth
35	Praise Ye the Lord, the Almighty
238	Thine is the Glory
275	A Mighty Fortress Is Our God
326	For All the Saints
370	This Is My Father's World
450	Be Thou My Vision
463	How Firm a Foundation
465	What a Friend We Have in Jesus
611	Joyful, Joyful, We Adore Thee
630	Fairest Lord Jesus
643	Now Thank We All Our God
649	Amazing Grace, How Sweet the Sound
676	Day Is Done
687	Our God, Our Help in Ages Past
802	The King of Love My Shepherd Is
803	My Shepherd Will Supply My Need
829	My Faith Looks Up to Thee
834	Precious Lord, Take My Hand
836	Abide with Me

Vocal Solos

1. Abide with me - arr. Sally DeFord
2. The Gift of Love - arr. Hal H. Hopson
3. In The Garden - by C. Austin Miles, arr. by Larry R. Beebe
4. Give Me Jesus - arr. Moses Hogan
5. Deep River - arr. Hogan
6. The Lord's Prayer - Albert Hay Malotte
7. 23rd Psalm - Malotte
8. Pie Jesu from Requiem - Gabriel Faure
9. In Paradisum from Requiem – Faure

Choral pieces with accompaniment

1. Mozart - Ave Verum
2. Mozart - Laudate Dominum (Soprano solo & choir)
3. Brahms - How Lovely Is Thy Dwelling Place
4. Rutter - Lord Is My Shepherd
5. Rutter - The Lord Bless You and Keep You
6. Forrest - No Night There
7. Franck - Panis Angelicus - (Tenor or Soprano soloist and choir)
8. Hilbert - Pie Jesu from Requiem (Soprano & Tenor soloists plus choir)
9. Andrew Lloyd Webber - Pie Jesus from Requiem (soprano duet with choir)
10. Beethoven - Kyrie (set to Moonlight Sonata)
11. Copland - At The River

Choral pieces a cappella

1. Parker arr - I Hear the Harps Eternal
2. Paulus - The Road Home
3. Johnson - Meet Me Here
4. Thomerson - I Want to Walk as a Child of the Light
5. Rutter - A Clare Benediction
6. Siegfried arr. - Lay Me Low (from Shaker Songs)
7. Stainer - God So Loved the World

Prelude/Postludes - piano

1. Beethoven - Pathetique Sonata - 2nd movement
2. Beethoven - Moonlight Sonata 1st movement
3. Debussy - Prelude VIII - Le fille aux cheveux de lin
4. Debussy - Prelude X - La Cathedrale engloutie
5. Chopin - Prelude - #4 - E minor
6. Chopin - Prelude 6 - B minor
7. Chopin - Prelude 7 - A major
8. Chopin - Prelude 9 - E major
9. Chopin - Prelude 15 - Db flat
10. Schumann - Trammerei
11. Brahms - Waltz in Ab

Organ voluntaries

1. Supplication and Response - Darwin Wolford
2. How Fair and How Pleasant Thou Art - Marcel Dupre
3. Rock of Ages, Cleft for Me - arr. Diane Bish
4. Sheep May Safely Graze - J. S. Bach
5. Jesu, Joy of Man's Desiring - Bach

6. I Stand at the Threshold - Bach
7. The Swan - Saint-Saens
8. Meditation from Thais - Jules Massenet
9. I Love to Tell the Story - arr. Lucy Ann Warriner
10. The Gift of Love - arr. Hal H. Hopson
11. Meditation on Beach Spring - arr. Hopson
12. Amazing Grace (postlude) - arr. Carlos Castro

Violin & Piano or Violin Solo

1. Schindler's List (any of the three pieces)
2. Sabrina (Violin & Piano)
3. Reverie (Angela Morley)
4. Meditation from Thais
5. Bach - Air on G String