

PSALM 23

The Lord is my shepherd, I lack nothing.

He makes me lie down in green pastures,
he leads me beside quiet waters, he re-
freshes my soul.

He guides me along the right paths for
his name's sake.

Even though I walk through the darkest
valley, I will fear no evil, for you are with
me; your rod and your staff, they comfort
me.

You prepare a table before me in the
presence of my enemies. You anoint my
head with oil; my cup overflows.

Surely your goodness and love will follow
me all the days of my life, and I will dwell
in the house of the Lord forever.

Updated Summer 2024

The loss of a loved one is perhaps one of the most difficult and emotional challenges of life. We extend our deepest sympathy to you and your family during this time of loss. The memorial service for a loved one is an opportunity to recognize what that person meant to you, your family and friends. As this can be a very difficult time, we would like to help you in designing a memorial service that honors both your loved one and God.



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A Memorial Service at



This brochure will help you begin the planning of the memorial service. Please call Gregg Tisor, our Community Care Pastor if you have any questions or there is any way we can walk with you in your grief. His phone number is 763-270-6420.

*There is a time for everything, and a season
for every activity under the heavens, a time to*

Weep... Laugh... Mourn... & Dance

Ecclesiastes 3:1, 4

Facility Usage

Building Usage

NorthRidge does not charge members or attendees to use the building for a memorial service for their family members.

Food/Supplies

NorthRidge provides:

- Tables/chairs, tablecloths
- Beverages—coffee, lemonade, water
- Paper products—paper plates, cups, napkins, plastic silverware, baggies for leftovers
- Card box (unlocked)
- Easels

Family is responsible to provide:

- Food for your family during visitation
- Food that will be served after the service
- Special beverages
- Special paper products and tablecloths
- Guest book
- Card box, if you want your own
- Items to display in the Atrium like photos, memorabilia, flowers etc.
- Electronic device with photos

Pastoral Honorarium

Pastoral Honorariums

Honorariums are paid directly to the individual being thanked, not paid to the church. If the family is paying the funeral home directly, the funeral home will then be expected to write checks directly to the individuals receiving honorariums, not to NorthRidge.

Officiating and Counseling Pastors

This gratuity shows appreciation for time spent counseling, planning, and officiating the service, but is not required. Suggested gratuity \$100-150. *We offer a suggested range for an honorarium to assist the family in their planning, but this is a free-will gift, not a required fee.*

Personnel and Fees

Memorial Service Fee

NorthRidge will provide the personnel and services listed below for a flat rate of \$500. You may ask us to find musicians and childcare helpers and pay the additional fee listed. NorthRidge will ask the congregation to serve in the volunteer positions listed, or you may ask family and friends to serve.

Personnel Required

Facility Host

Facility Host will be onsite during the entire visitation and memorial service event. The Facility Host's role is to open and close the building, set up and tear down tables and chairs, provide general clean up following the memorial service, answer questions and deal with issues that may arrive during the memorial service.

Memorial Service Coordinator

Prepares and prints the program, communicates to the congregation service details and volunteer needs and works with the staff to plan/execute for the paid personnel needed.

Kitchen Coordinator

One or more trained Kitchen Coordinator(s) is required to use the NorthRidge kitchen. The Kitchen Coordinator's role is to make coffee, provide water and/or lemonade as requested, organize and set out the food as it arrives from the caterer or family, serve or manage the team of volunteers who are helping to serve the food, and clean tables and kitchen following the meal. The left-over food is the responsibility of the family.

Sound/Video Technician

One or more trained NorthRidge Technician(s) is required to use the sound system or video system in the Worship Center.

We do offer a live broadcast of the service, so let us know if you would like this option. *(Note: the audio feed will be muted during playback of copy written music).*

Additional Personnel for Hire

Musicians—\$75/per person

If requested, we will see if one of our musicians is available. We cannot guarantee this position.

Childcare—\$10/hr

If requested, we will see if we can find workers to provide childcare during the service in the nursery. We cannot guarantee this position.

Volunteer Positions

We welcome your family or friends to fill these positions. We can also ask church attendees to volunteer as well, but know that your family or friends are responsible for them.

Welcome Team

- Greeter at the north and south entrances to greet guests as they arrive
- Usher to distribute the program as guests enter the worship center doors
- Guest book attendant, set up photos and memorabilia on tables
- Arrange flowers in worship center
- Remove flowers after the service

Parking Team

- Direct traffic in parking lot as needed for large services

Refreshments

- Bring in home-made bars or cookies

Kitchen Team

- Set up team to decorate tables, set out food, make beverages
- Serving team to plate/serve/replenish food and beverages, clean up in kitchen
- Clean up team to tear down tables/chairs, take out garbage, vacuum