



BEREAVEMENT SERVICES

A Guide For Families



W I N D W O O D

At Windwood, pastors and staff come alongside grieving families to plan a service that glorifies God and celebrates the life of a loved one (while also recognizing the family's tremendous loss). This guide was created to assist families through the planning process to create a memorable service that honors the life of their loved one. Pastors or staff will meet with you and discuss the available options for the following aspects of the service.

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WORSHIP SERVICE

Officiants

Based on your scheduling needs and the availability of our pastors and facility, a Windwood pastor will be selected to coordinate the service and officiate the service. They will meet with you early in the planning process to go through the list of options for you to consider. If needed, they will also be available for a counseling session. See the Fee Schedule on page 9 for compensation and Reference section for more information about counseling support.

On an exceptional basis and with approval from our Senior Pastor, an unaffiliated pastor may officiate. If this is your preference, we respectfully request an ordained, Presbyterian pastor preside over the service. He or She will have to work closely with our support staff to ensure all event details are well coordinated.

Service Location Options

We have three available options for the service that are limited by capacity. Our standard arrangement is for your family to have access to the event rooms, one hour before the service. If you require more time than this for personal setup (for display set up/decorations), please let us know. (See the map in the Reference section for room locations on campus.)

- Worship Center - Max occupancy 400
- Seminar Room - Max occupancy 50
- Columbarium - Some families may choose to have a brief ceremony and small gathering of no more than 15 people as they lay their loved ones ashes to rest in our columbarium.

Service Location Options, cont.

If you opt to have a viewing during the service, the funeral home will arrange for arrival of the casket and do all preparations necessary for viewing. The casket will be closed prior to the start of the service and the pastor and funeral home personal will direct the family as necessary.

Order of Service

Memorial and funeral services are a time of reverence and remembrance, as we express our faith and witness to the resurrection of Jesus Christ. Therefore, these services are an occasion of Christian worship and structure each program with the traditional components of a worship service. An example of a standard order of service is in the Reference section along with a list of recommended scripture and music for you to consider.

Service Program

If it is your preference, Windwood can supply a bulletin-style program. (One color, double-sided, folded 8 1/2" x 11" paper) We have one basic format, available in three styles - masculine, feminine, and patriotic. See the sample program included in your information packet. The following components can be considered for inclusion:

- A Short Biography or Memory
- Picture of loved one (Also to be used for the main service slide and website image for livestream/video link.)



These components, along with the finalized order of service, must be provided to Windwood staff three business days before the event allow time for review and updates.

Music

During the initial service planning meeting, the pastor will work with you to determine your musical preferences. We suggest you utilize our Windwood contacts for:

- Organist
- Pianist
- Vocalist
- Instrumental Soloist

You may use your own choice of vocalist and/or instrumental soloist. Any pre-recorded music must be provided three business days in advance of the event. Please understand Windwood reserves the right to approve chosen music selections. Any pre-event rehearsals at Windwood must be scheduled through your service coordinator. See the Reference section for music suggestions and contacts.

Media/Sound

As part of your service, you may choose to include any of the following components:

- Individual pictures to be displayed on a screen in the service location before, after and/or during the service.
- Individual pictures to be displayed on the atrium TVs before and after the service.
- Powerpoint Slide Presentation to be displayed on a screen in the service location before, after and/or during the service.

Media/Sound, cont.

- Video (mp4 format) to be displayed on a screen in the service location before, after and/or during the service.
- Music to be played in the service location before, after and/or during the service.
- Any other format will need to be approved by the Windwood Media team.

Your pastor or service coordinator will work with the Media team to communicate your preferences and put you in contact with them directly if technical details will need to be ironed out. Any of the above components must be received by the Windwood Media team three business days before the event. This will assure enough time to check compatibility and convert files if necessary. Media and Sound staff will be scheduled for all services to provide sufficient technical support during the event.

Live Stream and Service Recording

You may choose for Windwood to create a Live stream event for your service if you would like family and friends to attend remotely. If you choose to make the Live stream event private, we can create a private link for you to share via email.

Alternately, we can put the link on our website for public viewing. The link will be available on our web page at windwoodpc.org/memorial by clicking the service-specific image under current services.



In addition, the service can be recorded and given to you on a DVD or published through a private link you can share with loved ones. The link will be good for thirty days, but you may contact the church to access the Worship Service after the link expires.

Flowers and Memorial Gifts

Flower arrangements should arrive the day before or the morning of the service, during the business day (Mon-Fri, 9-5) so that staff will be available to properly store them. See the Reference section for a suggested florist familiar with Windwood. Following the service, the family may take the flowers or choose to leave them behind for display within Windwood Church.

In lieu of flowers, you may choose to honor your loved one by selecting a group or charity that was special to them. We can link the giving information on the website to the service image. If you would like to leave a Memorial Gift for Windwood, it may be designated or undesignated. If designated, please select the ministry or program you would like to bless. Undesignated gifts will be used at the discretion of the Congregational Care Council.

Guest Books and Memento Display

Windwood will provide guest books if desired. Some families enjoy sharing mementos and framed photos to display in the atrium or reception area. Please let us know if you would like a table set up for this purpose. Plan on having the item display set at least one hour before the event. Adjust your arrival time accordingly to the complexity of the set up.

RECEPTION

Location Options

We have two locations for family and friends to fellowship following the service. Our standard arrangement is a one hour reception. Please let the pastor know your expected number of guests count at your initial planning meeting.

- Atrium - Seating for 100
- Seminar Room - Seating for 50

Catering

Windwood's Memorial Reception Committee can provide a complimentary one hour reception with light refreshments (punch, coffee, water, and cookies). Windwood will provide tables for guest seating with black table cloths and chairs. (An additional cleaning fee will be charged for white tablecloths and table runners.)

For families who wish to offer their guests a catered meal, it will be your responsibility to work with a caterer to arrange the order. Please let the catering company know to deliver food to the Welcome Desk on the day of the service. While we do not require a specific caterer or restaurant, we do have a list of suggested vendors. (See the Reference section for a list of our suggested partners.) You will be put in contact with our Memorial Event Coordinator to assist you in this process.

Please let your Memorial Coordinator know vendor, delivery time and contact information. Catered receptions may take up to two hours.



Memorial Reception Committee

Windwood's Memorial Reception Committee, a group of volunteers who have a heart for serving others, will be available on the day of your service. They will be on hand to:

- Perform Usher duties, including:
 - Door Attendant - Greeting guests, handing out bulletins and helping to direct seating
 - Assisting with the guest book
- Carry floral arrangements from the service to the reception (if necessary)
- Set up and serve at the reception
- Assist in display table set up
- Clean up after the event.

REFERENCE

Arrival and Parking

Family, musicians and special speakers should arrive at least 45 minutes before the service is scheduled to begin.

Family members can park in our Visitor Parking which can accommodate eight cars. Family members, speakers and guests to be seated with the family should go directly to the Prayer Parlor. The Prayer Parlor is located through the double doors just past the Worship Center's main entrance. See the Campus Map in the reference section for more information.



Columbarium

Windwood offers the option for the ashes of members and member's family to be inurned in a Columbarium niche located in a fenced and maintained area on the church premises. The Windwood Columbarium is an external brick wall with individual niches designed to hold 1 or 2 cremation (according to specific size requirements.) Each niche has a granite cover plate engraved with the individual(s) name, date of birth and date of passing. The urn(s) inside the niche becomes their permanent resting place and provides a dignified place for family and friends to pay their respects for their loved ones. Visitors can access the Columbarium area at any time using a controlled access gate or through the church building during business hours.

Specifications: The niche cavity is 11.12" x 11.12" x 11.12" with a 10.25" x 10.25" opening.

For a single urn per niche:

- The maximum size for a cylindrical urn must not exceed 10.12" height, 10.00" diameter and 613 cubic inches.
- The maximum size for a rectangular urn must not exceed 10.00" height, 10.50 width, 10.00" depth and 834 cubic inches.

For a 2 urns per niche:

- The maximum size for a cylindrical of the urn must not exceed 10.50" height, 6.42" diameter and 246 cubic inches.
- The maximum size of a rectangular urn must not exceed 10.0" height, 10.5 width, 10.0" depth and 834 cubic inches.



Fee Schedule

There is no charge to Windwood Presbyterian Church members for the use of the Worship Center.

For fees and services, please make checks payable to Windwood Presbyterian Church and note "Memorial" on the memo line. You may also pay online at windwoodpc.org/generosity and choose Memorial in the drop down menu. If you choose to use outside musicians, vocalists or caterers, you will need to coordinate separate payment.

Worship Center (non-members)	\$300
Officiating Minister *	\$200
Memorial Service Coordinator	\$75
Pianist	\$150
Organist	\$150
Vocalist	Varies
Media/ Livestream **	\$75
Additional camera for multiple Livestream views	\$75
Sound **	\$75

*Includes pastor(s) and one pastoral counseling session if requested

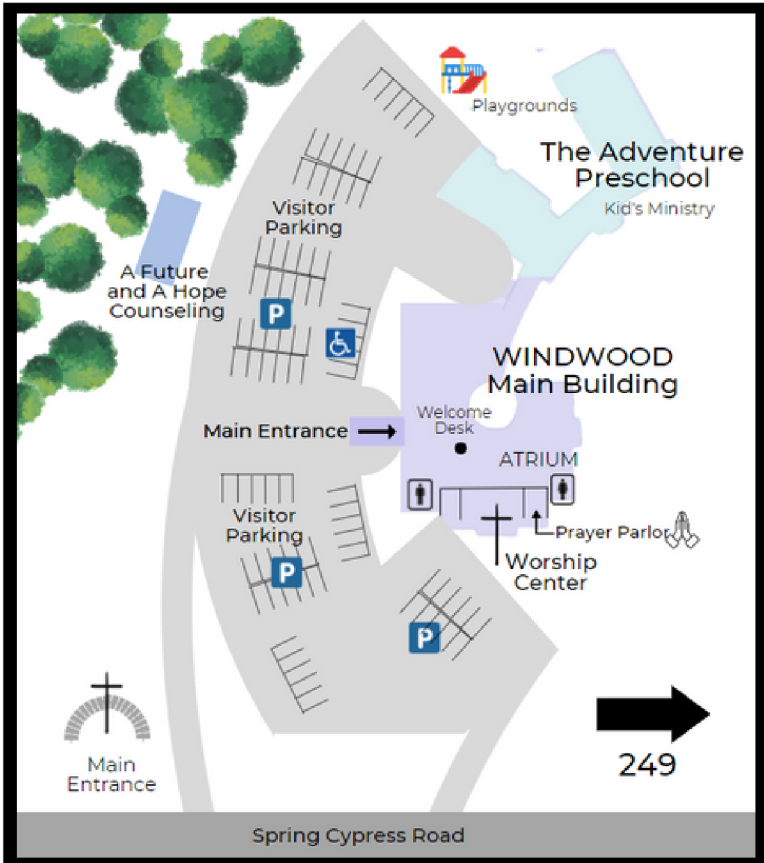
**Media is required. Live stream is optional (but included in Media pricing.)

Windwood Presbyterian Church

10555 Spring Cypress Road
Houston, Texas 77070
windwoodpc.org | 281-378-4040

Directions

Campus Map





Contacts

Kerbi Blake, Receptionist

kblake@windwoodpc.org, 281-378-4040

Cindy King, Pastor's Assistant

cking@windwoodpc.org, 281-378-4040

Counseling Services

While we are confident in eternal life through our faith in the Lord Jesus Christ, it is still difficult to lose the ones we love. The Windwood Presbyterian Church Family extends our deepest sympathies to your family as you mourn the loss of your loved one. We are praying for you, asking for the peace of Christ to surround you and sustain you.

Our pastors will begin the journey of mourning with your family, however, we understand that grief is a long process. Please consider contacting:

- Windwood Care and Support - windwoodpc.org/care
- A Future and A Hope Ministries - 281-710-8890



Windwood also offers the Grief Share program. GriefShare is an internationally available grief and loss support group program. Free weekly sessions will give you valuable guidance and tips, leading you to relief, comfort, and peace of mind. Check the website to see if a class is available now at Windwood. You can drop in at any time.

- Windwood Care and Support: windwoodpc.org/care
- GriefShare: griefshare.org

Suggested Order of Service

PRELUDE

SEATING OF THE FAMILY

CALL TO WORSHIP

INVOCATION

HYMN OF HOPE

SCRIPTURE READINGS

HYMN/MUSIC FOR REFLECTION

LOVING REFLECTIONS

HOMILY

PRAYER OF THANKSGIVING AND LORD'S PRAYER

HYMN OF FAITH

BENEDICTION

POSTLUDE





Scripture and Music Recommendations

Old Testament Scriptures

Psalm 23, 27, 103, 116

Isaiah 57:1-2

Ecclesiastes 3:1-13

New Testament Scriptures

John 11:25-27, 14:1-6

Romans 6:4-6, 8:38-39

II Timothy 4:1-8

Revelation 21:1-4

Hymn of Hope

Amazing Grace

I Will Rise

Because He Lives

Be Thou My Vision

Hymn of Assurance

How Great Thou Art

Blessed Assurance

Wonderful Words of Life

Nearer, My God, to Thee

Hymn of Faith

Great is Thy Faithfulness

In the Sweet By and By

Morning Has Broken





Vendor Recommendations:

These are a list of vendors used in the past and are familiar with our venue:

Florist

Wildflower Florist
281-370-4285

Caterers

Jason's Deli
22424 Tomball Parkway
Tomball, TX 77070
281 257 4725
jasonsdeli.com/catering

Black Walnut Cafe - Vintage Park
10623 Louetta Rd, Houston, TX 77070
281-251-6900
blackwalnutcafe.com/catering-2/

Spring Creek BBQ
21746 Tomball Pkwy, Houston, TX 77070
832-304-7200
springcreekbarbeque.com/rodgers-road

Adriatic Cafe
19004 Windsor Pointe Dr.
Tomball, TX 77375
832 761 7173
adriaticcafe.com/catering/