



# abundant life church MEMORIALS

## Welcome

Thank you for considering Abundant Life Church for your memorial service. We understand that losing a loved one is an emotional and difficult experience, and we are committed to assisting you and your family with all of your needs.

## Scheduling

All scheduling for memorial services held at ALC are made by contacting Pastoral Care at 503-658-8271. Someone from our Pastoral Care Team will gladly arrange to meet with you and go over all of your needs and the details of your service.

ALC typically holds memorial services Monday thru Wednesday during the hours of 10:00 am to 1:00 pm. Each service is allotted a *three hour time slot*, and all services must be completed and guests exiting the premises at the end of the three hour time slot. You are allowed building access for one hour prior to your event to set up memorabilia. You may either come in one hour prior *the day of or the day before* your event, depending upon business hours and other activities within the building.

Monday afternoons  
Tuesday all day  
Wednesday mornings  
Thursday afternoons  
*No evening services*

All times vary due to availability/business hours.

Business hours are:

Monday – Thursday      8:30 am – 5:00 pm

## Officiating Pastor

We are happy to help arrange for one of our ALC Pastors to officiate your memorial service and/or work with a guest Pastor you choose to invite. If you will be using a non-ALC Pastor, please provide their name and phone number so that we can coordinate with them.

## Memorial Services

We have two campuses to choose from:

- **Happy Valley Campus** 17241 SE Hemrich Rd, Damascus, OR 97089  
The auditorium and Community Room are the most commonly used spaces for memorial services. The Community Room is best suited for services expecting less than 120 guests. The auditorium is more appropriate when expecting over 120 guests and can seat up to 650 guests. Receptions can be held in the lobby.
- **Sandy Campus** 16633 Champion Way, Sandy, OR 97055  
The worship center seats up to 200 guests for a memorial service. Receptions can be held in the lobby.

## Programs and Static Picture

ALC provides programs for your memorial service. Please provide a photo of your loved one and any additional information or verses you would like to include in the program at least 5 days prior to the event so that our Graphic Arts Team can create and print your programs for you. The officiating pastor will help you decide the order of service. We provide 100 programs free of charge and you can order additional programs in increments of 50 for \$25. We will also project a static picture of your loved one on the screen in the front of the auditorium or Community Room for the service.

## Memorabilia/Guest Book Table/Front Table

Families often choose to bring pictures or memorabilia in of their loved one. This allows your family and guests the opportunity to reminisce about your loved one. We will provide an area for you to set these items up. Please let us know if you are bringing items in ahead of time.

If you would like a guest book as a memory of your memorial service, please bring one in and we will place it on the guest book table. We will decorate the table for you with white linens, candles, and any flowers your guests bring. This table is also a great place to display a photo or two of your loved one.

We also provide a table at the front of the auditorium or Community Room in front of the stage and have it decorated with white linens and candles. This is also a great place to display flowers your guests have brought and perhaps a large photo of your loved one.

## Audio/Visual Support

Slideshows are a great way to look back over your loved ones life. Here are some notes about audio/visual that you may want to remember when creating a slideshow. You can create your presentation on a thumb drive containing .MP4 or .MOV video file or on a standard DVD. Please arrange for the presentation to be delivered to ALC 3 days prior to the event so it can be tested. Please mark your files with your name and phone number ahead of time. If you or the person creating your slideshow and have any questions, please contact our A/V Director at 503.658.8271 ext. 268.

## Live/Audio Music

Having live music is often desired at a memorial. We are happy to help make arrangements with one of our ALC vocalists to sing at your memorial service. We are also happy to work with a guest musician that you choose to invite. If you will be using a non-ALC musician, please provide their name and phone number so that we can coordinate with them regarding equipment needs and rehearsal times. If you would like to have a song played from a CD, please provide that CD 3 days prior to the service so that it can be tested. Please mark your CD with your name and phone number ahead of time. If you have any questions, please contact our A/V Director at 503.658.8271 ext. 268.

## Flowers

We do not allow floral arrangements to be made on the premises. Flowers that are brought in by your family or guests will be displayed in the lobby and the auditorium for your service. Flowers may only be delivered during business hours. Please instruct the florist to label who the floral arrangement is for.

Business hours are:

Monday – Thursday      8:30 am – 5:00 pm

## Reception

If you decide to have a reception after your memorial service, we will happily set up the lobby with tables and chairs ahead of time to accommodate for this. Unless otherwise specified, we will cover the tables with white linens and decorate them with centerpieces.

Someone from our Events Team will be present as a Building Hostess to assist with your reception. Receptions include cookie and/or cake reception for up to **100 guests at no charge**. If you anticipate needing more, please let us know and we will arrange this with you at the cost of **\$25 per 50 additional people**. Many family and friends love to reach out to the family by providing food/appetizers for the reception. We will happily set out any food that is brought in from outside family and friends. Catering is available at an additional charge. If you have any questions or would like more information about additional catering options, please contact our Events Team at 503.658.8271 ext. 235.

## Suggested Gratuity

ALC does not charge for this ministry. However, recognizing the significant time and - energy invested, many families decide to gift the pastor and/or church an honorarium, as outlined here:

<b><i>Suggested Pastor's Gratuity</i></b>	<b>\$150+</b>
Paid directly to the Pastor on the day of the Memorial Service	
<b><i>Suggested Musician's Gratuity</i></b>	<b>\$100/person</b>
Paid directly to each performer on the day of the Memorial Service	
<b><i>Suggested A/V Tech Gratuity</i></b>	<b>\$75</b>
Paid directly to the A/V Tech on the day of the Memorial Service	
<b><i>Suggested Church Gift</i></b>	<b>Please gift what you feel is financially appropriate</b>