

Memorial Service Request

Please print clearly.

Today's date: _____

Requested by: _____

Phone number or E- mail address where you can be reached if any questions arise: _____

Memorial is for: (If multiple names please provide a separate sheet)

40 days __ 6 months__ one year __ Other_____

Date that you would like to schedule the 40 Day/1 Year memorial:

*(Please note that all memorials other than 40 day & 1 year will be scheduled for the first Sunday of each month)

*If you plan to bring light refreshments for Fellowship Hour, please contact Mary Bowen: marybsells@gmail.com 2 weeks in advance.

*The ladies of St. Irene Philoptochos will prepare and package koliva upon request. A donation is customary and appreciated. Please make checks to: St. Irene Philoptochos.

For office use only

Added to Fr. Timothy's calendar _____ Included in Weekly Update _____

Included in bulletin: _____ Arranged Koliva Philoptochos: _____

Fellowship Hour refreshments: yes/no Confirmed with Mary: _____

Memorial Service Request Guidelines

Memorial Services are held after Liturgy based of the following guidelines:

-At 40 days after death, a memorial service should be scheduled on the nearest Sunday.

-At the first-year anniversary of death, a memorial should be conducted on the nearest Sunday.

-For all memorials after the first year of death, the deceased should be remembered at the yearly Saturday of Souls Liturgies, which are conducted on the two Saturdays preceding Great Lent, the first Saturday of Great Lent, and the Saturday before Pentecost.

Any additional requests for a memorial outside of the 40 day and 1 year anniversary, will be scheduled for the first Saturday of each month.

Memorials are not to be held on the following days:

- All Sundays of Great Lent unless it is a 40 day or 1 year memorial.
- On Feast Days of our Lord (Sept. 14th, Dec. 25th, Jan. 6th, Feb. 2nd, Palm Sunday, Pascha/Easter, Ascension of Christ, Pentecost, and Aug. 6th). In addition to these is the Sunday of St. Thomas (the Sunday following Pascha)
- The Dormition of the Theotokos (August 15)

To schedule a memorial, complete and submit this form to the Church Secretary. Office phone number is 480-899-3330, email: office@st-katherineaz.org

*Upon request, the ladies of Philoptochos will prepare the koliva, seal it in individual serving packets with a label attached noting the name of the person for whom the memorial is served. **A 14-day advance notice is requested.** It is customary to make a donation to St. Irene Philoptochos when this service is provided. Please make checks payable to: St. Irene Philoptochos

*If you plan to bring light refreshments for Fellowship Hour, this must be arranged in advance by contacting Mary Bowen: marybsells@gmail.com

Please fill out the form on the reverse of this page and return it to the Church office at least 14 days in advance.