

## Memorial Service/Public Observance/Service of Solidarity – Check List

In the event of the death of a student, staff or faculty member, national or international tragedy, usually a team of students, staff, faculty and a U of T chaplain are brought together to plan a service. This need often arises following the death of a student from outside the province or an international student. It is important to invite those most affected into the planning process to support their grieving and provide healing as well as a professional interfaith chaplain to offer guidance and suggestions as needed drawing on years of experience facilitating memorial services. Chaplains can be recommended through the Multi-Faith Centre as well as sample services.

1. Who will preside/MC?
2. Speakers
  - a. Family member?
  - b. Friends/classmates?
  - c. Faculty/staff?
3. Opening/Gathering sentences<sup>i</sup>
4. Readings?/Poetry?/Music?<sup>ii</sup> did the student play a musical instrument?
5. Time of silence?
6. Collective Act of Remembrance?<sup>iii</sup>
7. Time, Date, Location
  - a. Sound system
  - b. Seating arrangements
8. Print program? Often grief resources/contact information for grief support for students is provided on the back of the program.
9. If family is attending:
  - a. Who will meet the family when they arrive
  - b. Reserved seating, how many?

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<sup>i</sup> A few sentences by the facilitator/chaplain, perhaps with a response by the participants as printed in a programme, for instance:

One: On this day we gather to name the concerns which lay on our hearts.  
All: We name ..... honouring her/his/their lives cut short too quickly.

One: We name our anger and fears.  
All: We name the brokenness of our world,  
defying its power to create despair and hopelessness.  
We proclaim our power to change and transform.

One: We name our hopes and our dreams.  
All: We name our vision for the future,  
Claiming it as ours to shape,  
Reflecting our vision of peace and justice.

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<sup>ii</sup> Quartet or violin soloist may be available from the Faculty of Music, the Hart House Orchestra or the SKULE Orchestra with the Faculty of Engineering. Contact the SKULE booking manager at [ironstrings@skule.ca](mailto:ironstrings@skule.ca)

<sup>iii</sup> - at the memorial service with Japanese students following the tsunami in 2011 participants were invited to write a thought, hope, prayer on a paper crane that were then collected and hung in Hart House and the Multi-Faith Centre

- at the memorial service with Indian students following the terrorist attacks in Mumbai in 2008 participants were invited to light a candle. Candles are allowed at the Multi-Faith Centre. No candles, however, are allowed in Hart House.

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