



Saint Basil Greek Orthodox Church

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Preparing for a Memorial Service at St. Basil

- Call or email the Church Office (949) 542-3445 office@stbasil.org to set a date for the Memorial Service. Please provide the correct spelling of the person for whom the memorial is being held and the years since their passing. *Please note that there are certain dates of the Liturgical Calendar when memorial services cannot be held. To avoid such scheduling conflicts please contact us before making any other arrangements.*
- **Koliva*** – please leave your bowl of Koliva on the small table in front of the choir before 10 am when Liturgy starts.
** If you are unable to make your own Koliva we can arrange to have some made for you and brought to church. The fee for Koliva is \$100. This needs to be paid in advance of your Memorial service. All proceeds go to St. Basil.*
- **Flowers** – Often people like to set some flowers on the table with the Koliva (this is optional).
- **Small Cups and Spoons** – leave these in the church kitchen. When the Memorial Service is completed, *and before Fr Bill begins his sermon, it is your responsibility* to bring the bowl of Koliva into the kitchen. Set out several dozen cups and spoons and fill the cups with Koliva. You can leave them on the table for everyone to take as they pass through during coffee hour or you can place them on the buffet table.
- **If you have arranged for the church to provide the Koliva, you still need to dish it out, and wash the Koliva bowl/platter and set it on the counter for us to retrieve.**
- **Host Coffee Hour** – it is customary to host Coffee Hour when you have a memorial. Once you have secured the Memorial date with the Church Office, please contact St. Basil's Philoptochos Chairperson Christy Valaskantjis (661) 802-1389 christykv@gmail.com to let her know of your plans. The Philoptochos books coffee hour hosts in advance. By letting Christy know you are having a memorial and will be hosting coffee hour she can reassign that week's host to another date. She can also help you with food item suggestions and planning if needed.