

# Reunion Memorial Services Overview and Best Practices

## Memorial Services Overview

The Memorial Service, honoring deceased classmates, is one of the most treasured events of the reunion experience, and many classes maintain their own traditions regarding program elements. The HAA looks forward to honoring those traditions.

Typically, 5<sup>th</sup>—20<sup>th</sup> Reunion classes hold their service in a smaller space on campus. For the 5<sup>th</sup> and 10<sup>th</sup> Reunions, the committees can decide if they want to honor all classmates who have passed since they started their time together as students, or only those who have passed away in the past five years. For the 15<sup>th</sup> and 20<sup>th</sup>, it is common to honor those who have passed in the past five years since the last reunion. Beginning with the 25<sup>th</sup> Reunion, the service is held in Memorial Church.

The planner(s) will work directly with the HAA staff liaison on all details related to the service and not with the Church staff. The HAA staff liaison will share all details with their Events colleague, who will coordinate with Church staff on all programming for the service. Once all the details of the service are finalized, the HAA staff liaison will put the planners in contact with clergy, organists, etc. as needed. Your HAA staff liaison will also coordinate any rehearsal requests with the church staff – please do not reach out to the church staff independently.

Your HAA staff liaison will share the time and location of your Memorial Service. The Church requires specific timing between services, so timeslots will be assigned. Your staff liaison will work with you and discuss your class's traditions and goals to determine the best approach depending on your reunion year, your assigned location for the service, and the number of classmates who have passed away. While there are recommended best practices, these programs will ultimately be tailored to the experiences and personalities of your class and of those who have passed away.

While it can be difficult to gather to speak about classmates who have passed away, volunteers and alumni have shared how important these services are to their reunion experience and their class community and appreciate the chance to celebrate the lives of their classmates.

For a more inclusive service, we highly encourage the organizers to find ways to incorporate multiple religious faiths. Classes will select clergy and all musical contributors.

## Memorial Service Planning

The volunteers focused on the memorial service will be dedicated to the organization of the Memorial Service program, which may include the integration of music, readings, and participation from both the class and clergy.

Your HAA staff liaison can share a list of classmates who have passed away since your last reunion. It is helpful for class leaders to review this list to ensure it is accurate, as sometimes Harvard is not notified of the death of a classmate. This list can be reviewed up until the service to ensure all are honored.

# Reunion Memorial Services

## Overview and Best Practices

The lead volunteers will:

- Select classmates to participate in the Memorial Service as service coordinators, ushers, readers, clergy, and musicians (many of these roles are for the 25<sup>th</sup> and above).
- Select readings and music for program and service
- Create the final copy for the printed memorial program based on the template provided by your HAA staff liaison
- Submit the final copy of the memorial program to the HAA (usually by the start of April) where the content will be proofread, fact-checked (spelling of alumni names, etc.), and placed in layout and design
- Review and approve the final copy of the program before it goes to press

Generally, only the classes beginning with the 25<sup>th</sup> Reunion will have a formal printed program, so volunteers from the 5<sup>th</sup>—20<sup>th</sup> can decide if they want to create an alternative or forgo it (a simple digital-only run of show program or no program at all is completely fine).

### **Honoring Deceased Classmates**

Listing and reading the names of deceased members of the class is central to the memorial program and service starting with the 25<sup>th</sup> Reunion. Reunions classes through the 20<sup>th</sup> Reunion can determine the best way to honor their classmates. For the 25<sup>th</sup> and beyond, the HAA updates a printed program with a current list of deceased classmates, obtained from the Class Report Office and updated just before the print deadline for the program, with asterisks next to the names of those who have been reported deceased in the last five years. The print deadline will likely be at least three weeks prior to the service. If a classmate passes within this time period, they cannot be added to the printed program, but can still be honored during the service verbally.

The class volunteers determine the format for the reading of the names during the service—some classes read the list aloud in its entirety and others read only the names of those who have died in the last five years. At the close of the reading, a solemn silence is observed during which The Memorial Church bell is tolled “in memory of voices that are hushed,” as the inscription on the bell reads.

When Reunions were held virtually during the COVID-19 pandemic, many classes chose to use a platform called Kudoboard to create a digital memorial board to honor the classmates who have passed away. There is a fee to create a memorial board, but classmates can be invited to post text and images of memories of classmates, and the board can also be downloaded. This is just an option to consider in addition to your in-person memorial service as another way to gather stories and memories from your classmates. If your class would like to pursue this, your HAA staff liaison can advise on next steps.