

EVENING OF
TRIBUTES

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1 THE PURPOSE OF EVENING OF TRIBUTES

An Evening of Tributes is the official evening for the University Community to formally show gratitude, respect, affection and admiration to staff who pass on to glory. All staff shall assemble at the University Auditorium to read tributes and sing hymns together with the deceased staff's family.

2 PLANNING ACTIVITIES

2.1 Objective and Schedule

The objective of the activities is to get the University Community prepared for the evening of tributes. The planning committee and staff who are connected with the evening of tributes need to prepare for the success of the programme. The evening of tributes will take place before the final funeral rites of the deceased staff. The University shall consult the family of the deceased staff before setting the date for the evening of tributes.

2.2 Composition of the Planning Committee

The following shall serve on the committee:

Chaplaincy Chairman	- Chairman
Unit Head of Deceased Staff	- Member
Head or Rep of Human Resource Unit	- Member
Estate Officer	- Member
Welfare Secretary	- Secretary

2.3 Duties of the Planning Committee

The committee shall be required to ensure:

- i. The Planning Committee will plan for all the activities of the evening. The Committee shall begin its work one week to the day of the programme.
- ii. To ensure the implementation of the activities of the evening.
- iii. To ensure the venue is set for the evening.
- iv. To ensure that all tributes are vetted before they are read on the evening.

3 PROGRAMME

- i) 4.00 pm – University Community and Family of Deceased Staff Seated
- ii) Call to Service by Chairman of Chaplaincy Board
- iii) Opening Prayer – Chairman of Chaplaincy Board
- iv) Purpose of Service – Vice Chancellor
- v) Hymn (University Song) - Now Praise We Great and Famous Men
- vi) Tribute – Registrar
- vii) Hymn – Amazing Grace
- viii) Tribute – Unit/Department of Deceased Staff
- ix) Tribute – Union of the Deceased Staff
- x) Hymn – Guide Me, O Thou Great Jehovah
- xi) Tribute (Teaching Staff, Principal Officer, Hall Worker) – GRASAG,
- xii) Tribute (Teaching Staff, Principal Officer, Hall Worker) – SRC
- xiii) Tribute/Biography – Family (optional)
- xiv) Hymn – It is Well with My Soul
- xv) Announcements – Moderator
- xvi) University Anthem - God bless the University
- xvii) Closing Prayer - Chairman of Chaplaincy Board
- xviii) Dismissal by Chairman of Chaplaincy Board
- xix) Dismissal Song – God Be with You till We Meet Again

4 PRAYERS

4.1 Opening Prayer

Almighty God, the creator and keeper of everything in the universe, we acknowledge your presence here, and come before your throne this evening as colleagues, friends and family of (Name of Deceased Staff). We are here because we love him/her and miss him/her and we want to cherish our memories of him/her, we want to honour his/her life and honour him/her and support one another as we grieve his/her passing - a passing from life here with us to everlasting life there with you O Lord.

God, we thank you for (Name of Deceased Staff)! You formed him/her, you knew him/her, you walked with him/her through (Age Deceased Staff) years, and even now we have confidence that he/she is in your presence. Thank you that you are a God of mercy, who promises to comfort us, particularly when we lose our loved ones, and so in these moments now, and in the weeks and months ahead, please bring comfort and mercy to us as we remember, and share fondly all that (Name of Deceased Staff) was to us. This is our humble request, O God, as we assemble for this evening of tributes in memory of (Name of Deceased Staff). Amen.

4.2 Closing Prayer

Almighty and ever merciful God, we thank you for leading us through a successful evening of tributes in memory of (Name of Deceased Staff). We come to you this evening in sorrow. We feel sorry for ourselves, for the loved one we have lost, and sorrow for the vibrant life which has been taken from us. Yet we are also thankful. Thankful for the influence of (Name of Deceased Staff) on his/her Department/ Unit/Section and friends, on this University, on the many students he/she met/ taught, and for his/her family whom he/she loved very much. We pray that you will now comfort and abide with those of us who mourn this evening. We would also ask that you would provide (Name of Deceased Staff) with that measure of Peace equivalent to the measure of joy that he/she gave to all of those who knew him/her.

And now may the peace of God which passes all understanding keep our hearts and minds in the knowledge and love of God and may He continue to bless us all as we depart from this evening of tributes. Amen.

5 CALL TO SERVICE

The Chairman of Chaplaincy Board will call the University Community to service at exactly 4.00 pm with the following words: We look not to the things that are seen but to the things that are unseen; for the things that are seen are transient but the things that are unseen are eternal. This evening we come together as University to remember before

God our brother/sister, husband/wife, staff (Name of Deceased Staff), to give thanks for his/her life and to comfort one another in our grief.

6 DISMISSAL

The Chairman of Chaplaincy Board will dismiss the University Community by 6.30 pm with the following words:

Forgiving God, in the face of death we discover how many things are still undone, how much might have been done otherwise. Redeem our failure as a University. Bind up the wounds of past mistakes. Transform our guilt to active love and by your forgiveness make us whole as we depart. Amen.

7 TRIBUTES

The written tributes to be read by the various units in the University should be limited to a brief history of the person's association with the Department, Unit or Section with its most memorable events highlighted. Achievements, favourite quotes, interests or hobbies could be included. It is expected that the writer will include the episodes that stand out most in his or her mind. Recording of the writer's personal memories of the deceased staff is also an ideal way to make the memorial special. The writer should think about what he or she most enjoyed about the departed staff, and add memories to the text that highlight these characteristics. Often, the seemingly insignificant details are the ones that will bring the person to mind in a vivid way, thus achieving the goal of honouring his or her life. It shall be read within five (5) minutes.

8 SONGS

University Song (Adopted)

Now praise we great and famous men,
The fathers, named in story;
And praise the Lord who now as then
Reveals in man His glory
Praise we the wise the brave and strong
Who graced their generation;
Who helped the right, and fought the wrong,
And made our folk a nation

Praise we the peaceful men of skill
Who built homes of beauty,
And rich in art, made richer still
The brotherhood of duty

So praise we great and famous men
The fathers named in story;
And praise the Lord who now and as then
Reveals in man His glory

William George Tarrant
(1853-1928)

Amazing Grace

Amazing grace! How sweet the sound
That saved a wretch like me!
I once was lost, but now am found;
Was blind, but now I see.

'Twas grace that taught my heart to fear,
And grace my fears relieved;
How precious did that grace appear
The hour I first believed.

Through many dangers, toils and snares,
I have already come;
'Tis grace hath brought me safe thus far,
And grace will lead me home.

When we've been there ten thousand years,
Bright shining as the sun,
We've no less days to sing God's praise
Than when we'd first begun.

John Newton
(1752-1807)

Guide Me, O Thou Great Jehovah

Guide Me, O Thou Great Jehovah
pilgrim through this barren land.
I am weak, but thou art mighty;
hold me with thy powerful hand.
Bread of heaven, bread of heaven,
feed me till I want no more;

Open now the crystal fountain,
whence the healing stream doth flow;
let the fire and cloudy pillar
lead me all my journey through.
Strong deliverer, strong deliverer,
be thou still my strength and shield;

When I tread the verge of Jordan,
bid my anxious fears subside;
death of death and hell's destruction,
land me safe on Canaan's side.
Songs of praises, songs of praises,
I will ever give to thee;

John Hughes
(1873–1932)

It Is Well with My Soul

When peace, like a river, attendeth my way,
When sorrows like sea billows roll;
Whatever my lot, Thou hast taught me to say,
It is well, it is well with my soul.

Refrain:

It is well with my soul,
It is well, it is well with my soul.

Though Satan should buffet, though trials should come,
Let this blest assurance control,
That Christ hath regarded my helpless estate,
And hath shed His own blood for my soul.

My sin oh, the bliss of this glorious thought!
My sin, not in part but the whole,
Is nailed to the cross, and I bear it no more,
Praise the Lord, praise the Lord, O my soul!

For me, be it Christ, be it Christ hence to live:
If Jordan above me shall roll,
No pang shall be mine, for in death as in life
Thou wilt whisper Thy peace to my soul.

But, Lord, 'tis for Thee, for Thy coming we wait,
The sky, not the grave, is our goal;
Oh, trump of the angel! Oh, voice of the Lord!
Blessed hope, blessed rest of my soul!

And Lord, haste the day when the faith shall be sight,
The clouds be rolled back as a scroll;
The trump shall resound, and the Lord shall descend,
Even so, it is well with my soul.

Words by Horatio Spafford
Composed by Philip Bliss
(1838-1876)

University Anthem

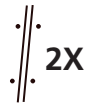
God bless the University of Mines and Technology
The institution anointed with great mission
To fly above the limits of the sky
To provide higher education
To provide higher education
Through teaching, through research and through service

*Our motto is knowledge, truth and excellence,
Our motto is knowledge, truth and excellence,
UMaT, arise and shine, arise and shine, arise and shine
Yes! UMaT arise and shine*



Praise God for University of Mines and Technology
The institution anointed with great vision
To become a center of excellence
For the training of world class professionals
And provide Africa's urgent needs
Through teaching, through research and through service

*Our motto is knowledge, truth and excellence,
Our motto is knowledge, truth and excellence,
UMaT, arise and shine, arise and shine, arise and shine
Yes! UMaT arise and shine*



**Words by Prof. D. Mireku-Gyimah
Music by Sir M. K. Amissah**

God Be with You till We Meet Again

God be with you till we meet again;
By His counsels guide, uphold you,
With His sheep in love enfold you;
God be with you till we meet again.

Till we meet, till we meet,
Till we meet at Jesus' feet;
Till we meet, till we meet,
God be with you till we meet again.

God be with you till we meet again!
'Neath His wings protecting hide you,
Daily manna still provide you;
God be with you till we meet again!

God be with you till we meet again!
When life's perils thick confound you,
Put His arms unfailing round you;
God be with you till we meet again!

God be with you till we meet again!
Keep love's banner floating o'er you,
Smite death's threatening wave before you;
God be with you till we meet again

*Words by Jeremiah Eames Rankin
Composed by William Gould Tomer
(1833-1896)*