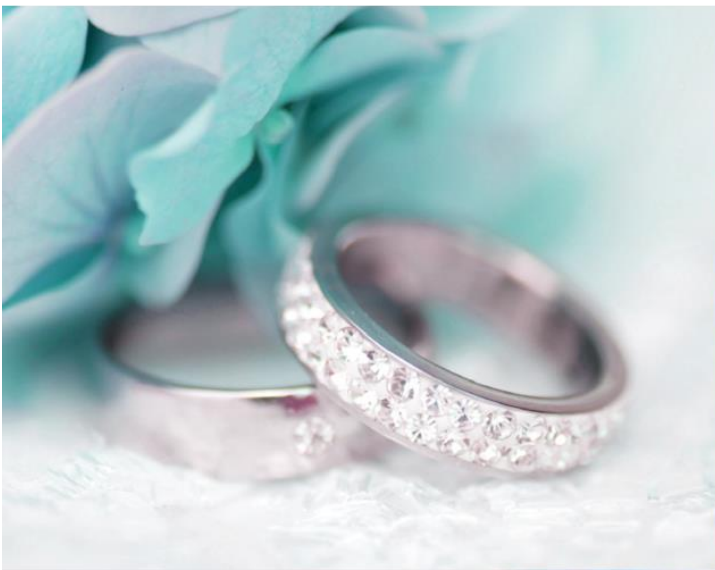


# ***Funeral Planning Guide for Church Service & Worksheet***



# Funeral Planning Guide for Church Service and Worksheet

*Jesus said: "I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also." -John 14:3*

Thank you for picking up a Funeral Planning Guide for Church Service and Worksheet. This material is designed to: to provide a tool for planning for the future when your life on this earth ends, and to support and guide families making plans upon the death of a loved one.

In the first days following a loved one's death, the family makes an average of 200 decisions. During such an emotional, stressful and demanding time, plans that have been made earlier lighten the load after death. If you've not made advance plans, this guide will be helpful to you as you make arrangements for services and the burial of your loved one.

This guide will walk you through a series of questions. Your responses can be marked on the worksheet at the end. The Coopersville United Methodist Church Pastor is available to discuss any items with you. When you are finished, please share your worksheet with a family member or friend who will act on your behalf after your death. It would also be helpful to contact the Coopersville United Methodist Church Pastor to share your worksheet so that it can be held in safekeeping for the future.

## The Goal of the Christian Funeral Service

The gathering of family and friends, who form a community of hope for a funeral or memorial service, is a rich opportunity to recall the promises of God through Christ. Because of His suffering, death, and resurrection to new life, each time we gather to worship upon the death of a loved one, we do so in the context of God's promise. Every funeral includes praising God in Christ who is our hope and our salvation, even as we remember the deceased and give thanks to God for the time shared with that person.

United Methodist Christians believe in Jesus Christ whose bodily death and resurrection made possible life everlasting. Christians view death as another step in our life as children of God. Yet, Christians also experience death as a time of loss when sorrow, grief, and bereavement are both natural and appropriate. These two truths inform the Christian funeral service and guide the church in its ministry to those who have lost a loved one to death, affirming with both joy and tears the promise and hope of the Good News of Jesus.

A funeral or memorial service should be comforting to those who mourn as well as bear witness to our faith in Jesus Christ. The concern of gathered friends does minister to our grief but, above all else, a funeral is a service of worship to God. There, in God's presence together, we witness to our faith in the communion of saints, the resurrection of the body, and the life ever-lasting. In doing so, the assurance of God's love and salvation in Christ become a ministry, especially to the bereaved. Since a funeral is a service of worship, all that takes place should be consistent with this principle.

# Planning Faithfully, Choosing Wisely

## **What is the difference between a funeral and memorial service?**

Simply put, at a funeral service the body of the deceased is present, whereas at a memorial service either the deceased's ashes or no remains are present. Both services provide an opportunity to proclaim God's death-defeating acts in Christ as we remember all that God has given us in the life of our loved one.

## **How does the Church view cremation?**

Cremation is an acceptable way for Christians to deal with one's earthly remains. The Scriptures tell us that we are formed "of the dust of the ground" (Genesis 2:7) and, after death, we shall return "again to dust." (Job 34:15)

## **If I choose cremation, do I need to secure the services of a Funeral Director?**

We highly recommend working with a Funeral Director. This professional will ease the strain upon family members by coordinating all the details and thus contributing to your wishes being carried out with dignity and honor. Even if cremation is your desire, a Funeral Director handles many details that are not taken care of by the church, the Pastor, or family members. Attempting to save money by not using a Funeral Director is likely to cause confusion and frustration at a time when you most need guidance and support.

## **Should I make pre-arrangements with a Funeral Director?**

Making the decision to pre-arrange some aspects of your funeral and/or burial is helpful. An appointment with a Funeral Director in advance of death is a wise step to help you decide what you and your family need from the many services available. If you are a family member caring for a dying loved one, making an initial contact now with a Funeral Director can be very helpful and will lessen the decisions and demands you'll face upon death. The Pastor of your church is available to talk with you about the selection of a Funeral Director or to refer you to Funeral Directors they know well and hold in high regard.

## **How soon after death does a funeral or memorial service take place?**

Funeral services are generally held within three to five days following death, thereby allowing appropriate time for family members and friends to gather for the service. Memorial services can be held at any time. However, waiting for weeks or even months after a death will have a bearing on finding a sense of closure, and this will impact the grief work that follows the death of a loved one. Therefore, it is recommended that a memorial service be held within a few weeks after death.

If a funeral or memorial service is to be followed by a burial that same day, the schedule of the cemetery workers dictates that burials be held during normal business hours. Surcharges apply for weekend burials, and burials are not available on holidays, and some cemeteries do not provide burial services during the winter months. It is also possible to have the burial before the service which allows for a late afternoon or evening service.

Funeral or memorial services on Sunday are highly discouraged, as Sundays are reserved for the worship services of the congregation.

## **What fees are associated with a funeral or memorial service at a Church?**

Fee varies by church. Recommended honorariums for musician(s) and pastor can be coordinated through the Funeral Director. You can always have family or friends sing.

## **Who makes arrangements for the musician(s)?**

The Pastor makes musical arrangements for funerals. If the service is conducted at the funeral home then musicians will be arranged by the Funeral Director.

## **May we have a visitation at the church the evening before the service, or must that take place at a funeral home?**

The visitation may take place at either the funeral home or Church the afternoon or evening before the service if there are no other events already scheduled. In addition, a visitation time is typically offered at the church prior to the service.

**Who is responsible for producing the order of worship and bulletin?**

After the service has been planned with the Pastor, either the funeral home will prepare the bulletin, or the church office will produce the bulletin to your family.

**Who is responsible for submitting the death notice and obituary to the newspaper?**

The Funeral Director will take care of this for you. A full obituary normally appears 2-3 days before the visitation and funeral. There is a cost for this, and the Funeral Director will assist you. Notices to additional newspapers can also be handled by the Funeral Director at your request.

**Who plans the reception following the funeral or memorial service?**

If using a church, the church office staff will schedule the room and make these arrangements with your family. When plans are being made for the funeral following death, the Funeral Director will work with you to order food appropriate to the number of people you anticipate attending. We know it is difficult to estimate a number. Our local funeral home has years of experience in planning these events, with a few questions they can assist in that estimate. We assure you that there will be sufficient food and seating for all who choose to attend the reception. Any leftover food is yours to take home or leave at the Church to be distributed where needed. Payment for the reception food and servers is coordinated through the organizing party, either the funeral home or the church office staff.

**What if I desire to have memorials directed to a Church or other organizations?**

This is an honorable thing to do. A Church or any other organization, you choose are blessed when memorials are directed to support their ministries and missions. The Funeral Director will be happy to include any memorial designation(s) in the notices about the funeral service.

# FUNERAL PLANNING WORKSHEET for CHURCH SERVICE

When planning your funeral, or a funeral for a loved one, there are many choices to make. Facing some of those choices now will make the process less demanding for your loved ones later. This Funeral Planning Worksheet will lead you through a variety of decisions. After death, a Pastor of Coopersville United Methodist Church will meet with family members and review your worksheet to form the funeral or memorial service.

This worksheet may be used by:

- an individual making their advance plans known, or
- a family planning the funeral of a loved one nearing death or recently deceased.

Please supply as much information as you wish to share on any parts of the worksheet.

## Guide for the Christian Funeral of:

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**Full Name: First, Middle, (Maiden), Last**

**Date Completed:** \_\_\_\_\_

**Date Completed by:** \_\_\_\_\_

## For the Person Making Advance Plans:

When you have completed this worksheet, please consider sharing it with a Church Pastor. Your information will be kept in a confidential file available only to the Pastors of a Church. It will be used in consultation with your family or whomever you have directed to carry out these wishes upon your death.

Also, after completing the worksheet, consider telling someone you trust about it. You may wish to discuss with them what you have written to be certain that it is clear. Consider providing copies: 1) To your Family; 2) Attached to your Will or Trust Plan; or 3) To a Funeral Director. Or simply give it to someone you trust with a note that says:

*I have recorded my desires regarding my death and burial. I keep this information in the following place:  
\_\_\_\_\_ (i.e. on file at the church, with my will, etc.). At the time of my death, I ask that you use this information to provide guidance for my family and my church in making arrangements for the funeral I desire. Although this information is being left for safekeeping, I understand that it is not legally binding or enforceable. This worksheet does not make the church or anyone obligated or responsible for the execution of these instructions.*

*With gratitude,  
Signature and Date*

## For Family Members Making Plans for the Funeral of a Loved One Nearing Death or Recently Deceased:

Please use this worksheet to assist with plans that will honor your loved one's expressed wishes or desires and will reflect his/her values. If you haven't already contacted a Funeral Director, please consider doing so now. The professional services, compassionate care, and guidance they provide will greatly assist you in the days ahead.

When death occurs, please contact your church office. If after hours, area Funeral Directors also have personal contact information for the Church Pastor and will contact them on your behalf.

## Visitation

A Visitation is an informal gathering for friends and family to express sympathy, view photographs/video tribute, etc. You are invited to consider a Church for the visitation when you work with a Funeral Director.

### Will a Visitation be Held?

Yes

No

### Location of Visitation

At the Funeral Home

At Church (Name/Address) \_\_\_\_\_

Other: \_\_\_\_\_

### Will the Remains be Present at the Visitation?

Coffin with Viewing of Body

Closed Coffin

Urn with Photograph next to it

No Remains Present

### Time of the Visitation

Evening Prior to the Funeral or Memorial Service

Before the Funeral or Memorial Service Only

Both

### Displays

Photographic Displays

Mementos (Awards, Certificates, etc.)

Bible of the Deceased

Other: \_\_\_\_\_

## Christian Worship Service Plans

### Location of Service (Name/Address)

At Church \_\_\_\_\_

Funeral Home \_\_\_\_\_

Cemetery (A Graveside Service Only) \_\_\_\_\_

Other (i.e. Care Facility Chapel, etc.): \_\_\_\_\_

**Time of the Worship Service**

- Morning \_\_\_\_\_
- Afternoon \_\_\_\_\_
- Evening \_\_\_\_\_

**Will the Remains be Present at the Worship Service?**

- Yes (Coffin or Urn with Ashes)
- No

**Display Items to be On or Near the Casket/Urn**

- Floral Spray and/or additional Flower Bouquets
- Bible or Other Symbol of Faith: \_\_\_\_\_
- Photograph
- Cross
- Flag (*Only Used During Visitation and at Cemetery*)

**Readers**

- The Pastor who officiates will read.
  - I would like this/these person(s) to read at my service: \_\_\_\_\_
- 

**Favorite Biblical Theme or Image** \_\_\_\_\_

**Bible Readings**

- The Pastor who officiates may choose the readings.
- My Family will choose the readings.
- I have chosen the readings as indicated below.

**Preferred Bible Passages to be read:** \_\_\_\_\_

\_\_\_\_\_

**Suggestions for Bible Readings:**

- Job 19:25-27
- Psalm 23; Psalm 46:1-5, 10-11; Psalm 90:1-10, 12; Psalm 121; Psalm 130; Psalm 139:1-12
- Isaiah 40:1-11; Isaiah 40:28-31; Isaiah 65:17
- Matthew 5:1-12a
- Luke 23:33, 39-43
- John 11:17-27; John 14:1-6, 25-27
- Romans 8:14-23, 31-39; Romans 14:7-9, 10b-12
- 1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58
- 2 Corinthians 4:16-5:1
- 1 Thessalonians 4:13-18
- Revelation 21:1-4, 22-25, 22:3-5; Revelation 22:1-5 8

**Congregational Singing**

- The Pastor who officiates may choose the hymns/songs.
- My family will choose the hymns/songs.
- I have chosen the hymns/songs as indicated below.

**Suggested Hymns**

- Amazing Grace
- Blessed Assurance
- How Great Thou Art
- Love Divine All Loves Excelling
- Great Is Thy Faithfulness
- In the Garden
- My Faith Looks up to Thee
- My Hope Is Built on Nothing Less
- This Is My Father's World
- What a Friend We Have in Jesus
- Rock of Ages, Cleft for Me

**Other Hymns/Songs Selected:** \_\_\_\_\_  
\_\_\_\_\_

**Musician(s)**

If possible, I would like this vocalist or group to sing: \_\_\_\_\_  
Vocal Selections (*Selection of solos must aim to reflect the spirit of Christian worship.*)  
\_\_\_\_\_  
\_\_\_\_\_

**Remembrances to be Shared During Worship by a Family Member or a Friend**

*(Please ask speakers to limit their remarks to 3 minutes.)*

- Yes
- No

**I would like this person/these persons to speak:** \_\_\_\_\_

**Reception Following Worship**

**I would like a reception following the service for mutual conversation and consolation.**

- Yes
- No

**I would like the Reception**

- Immediately Following the Worship Service; Before Burial
- Following the Worship Service and After Burial

**Location for the Reception**

- Church (Room) \_\_\_\_\_
- Other Location: \_\_\_\_\_

**Menu for the Reception**

- Dessert (cakes) and Coffee/Beverage/juice
- Light Lunch (Sandwiches, Salads, pickles, chips, dessert(cakes))
- Secure your own caterer and wait staff.
- Other: \_\_\_\_\_



# Funeral Home

**Preferred Company** \_\_\_\_\_  
(Specific arrangements in advance at the funeral home of your choice are encouraged.)

**Have Pre-Arrangements Been Made?**

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

**Disposition of the Body**

\_\_\_\_\_ Embalm Body (Usually required if unrefrigerated over 24 hours before burial.)  
\_\_\_\_\_ Cremate Body Shortly After Death  
\_\_\_\_\_ Cremate Body After Visitation and/or Service

**Burial Wishes**

\_\_\_\_\_ Bury Coffin/Urn in Cemetery  
\_\_\_\_\_ Other: \_\_\_\_\_  
(This might include keeping ashes with a family member, spreading ashes at a favorite spot, etc.)

**Bury Coffin or Urn**

\_\_\_\_\_ Before Visitation  
\_\_\_\_\_ After Visitation but Before Funeral Service  
\_\_\_\_\_ After Funeral Service but Before Luncheon Reception  
\_\_\_\_\_ After Luncheon Reception  
\_\_\_\_\_ At a Later Date: \_\_\_\_\_

**Grave Marker**

I have made arrangements for a grave marker with this company: \_\_\_\_\_  
I would like the following to be included on the grave marker:

Name: \_\_\_\_\_  
Maiden name: \_\_\_\_\_  
Dates: (birth/death dates) \_\_\_\_\_  
Bible Verse: \_\_\_\_\_  
Graphic: \_\_\_\_\_  
Other: \_\_\_\_\_

**Eligible for Military Honors**

\_\_\_\_\_ Yes, which Military branch? \_\_\_\_\_  
\_\_\_\_\_ No

**Names of Pall Bearers** (Six Pall Bearers needed only when there is a coffin for burial.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cemetery**

\_\_\_\_\_ I have made arrangements for my burial.

Name of Cemetery \_\_\_\_\_

Location of Cemetery \_\_\_\_\_

\_\_\_\_\_ I do not have arrangements for my burial. I suggest the following arrangements:

\_\_\_\_\_

*(Include Contact Information)*

**Desired Expressions of Sympathy**

\_\_\_\_\_ Flowers

\_\_\_\_\_ I desire Memorial Gifts in lieu of Flowers

**Memorial Suggestions**

\_\_\_\_\_ Other: \_\_\_\_\_

**Obituary**

Full Name *(including Maiden Name)* \_\_\_\_\_

Birth Date and Location \_\_\_\_\_

Parent's Names *(including Mother's Maiden Name)* \_\_\_\_\_

Baptism Date, Church, and Location \_\_\_\_\_

Confirmation Date, Church, and Location \_\_\_\_\_

Marital Status, Marriage Date, and Name of Spouse \_\_\_\_\_

Other Marriages/Divorces/Spouse(s) \_\_\_\_\_

Names of Children and their spouses \_\_\_\_\_

\_\_\_\_\_

Additional Next of Kin \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal History**

*On a separate page, record additional information including place(s) of residence, special events, hobbies/interests, schools attended, and degrees received, accomplishments, memberships, employment history, volunteer activities, military service, etc. Include as many full names, city of residence, birth and death dates, etc. as possible. All this information is important to your family. This information does not need to be prepared in paragraph form.*

## Important Documents and Advisors

*It is important that survivors be able to locate vital records and important documents. Before your death, you should have a current will/living trust and related health care directives which express your wishes on important personal, financial, medical, and charitable issues for your survivors. If you need information regarding estate planning, planned giving, and/or the inclusion of a Christian preamble for your will, please consult your legal or financial advisor. Additional information is available at [www.CoopersvilleUMC.org](http://www.CoopersvilleUMC.org) under "Giving".*

Location and Date of Will/Living Trust \_\_\_\_\_

Attorney/Will Preparer \_\_\_\_\_

Power of Attorney for Financial \_\_\_\_\_

Power of Attorney for Health Care \_\_\_\_\_

Executor of Will/Estate \_\_\_\_\_

Guardian (for Minor Children) \_\_\_\_\_

Additional Comments

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## Please Be Sure To Notify These People Of My Passing

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## Additional Notes & Thoughts

### To My Loved Ones

*It's out of pure and simple love that I leave you with this gift to guide and assist you through the period ahead.*

*My wish is to spare you any unnecessary expense and the burden of having to make decisions under pressure of time and emotion. That's why I have expressed my wishes and provided the information you'll need to answer the many questions you'll be asked. I have also shared my personal thoughts and memories. May you find as much comfort and meaning in receiving these pages as I found in preparing them.*

Signed \_\_\_\_\_

Date \_\_\_\_\_