

# Funeral Planning *for* Families

*What to Do When Your Loved One Dies*

2016



Edenton Street  
UNITED METHODIST CHURCH



# Brothers and Sisters in Christ,

We know that planning the details of a funeral can be overwhelming, and we would like to assist you in any way we can. It is our hope that this information will be helpful to you.

As Christians, we grieve as those who have a unique hope in the Risen Christ, thus empowering us to mark the occasion of death as a time in which the hope of the Gospel is reaffirmed with joy and peace. A United Methodist Service of Death and Resurrection acknowledges this hope and offers family and friends the opportunity to remember a loved one's life and offer them into God's care. The service should be a time to celebrate the wonderful gift God gave to us in our relationship with the deceased.

The properly planned service can be a benediction and a comfort to us, as well as a witness to our faith. Please know we are here for you and welcome the opportunity to be of assistance to you and your family.

If you have questions regarding Funeral and Memorial Service planning, please call Gwen Cummings, Administrative Assistant to Discipleship Ministries, Monday-Friday 8:30am to 3:00pm, at 984-200-2616.

*Sincerely,*

*The Pastors of Edenton Street United Methodist Church*

# STEP-BY-STEP GUIDE

## 1. Prior to the death

Our ministers consider it a sacred privilege to come and pray with you during this difficult event. If time and circumstances allow, please call the church office during weekday hours (919-832-7535) or our emergency phone during non-office hours (919-345-8435) and notify us of your situation. One of our ministers will make every effort to come pray with you and your family.

Also to consider: has your loved one left any written instructions for their funeral/memorial service? If so, ask them where those instructions might be. If not, ask for our “It’s An Act of Love” booklet and encourage them to fill it out with you.

## 2. When your loved one dies

Please call the church office (919-832-7535) or the emergency phone (919-345-8435). If possible, one of our ministers will come be with you.

If your loved one has written instructions for their funeral/memorial service, see what kind of guidance they can offer your family as you contemplate next steps.

If you are planning to use funeral home or cremation services, call the necessary party at this time as well—they will be your first source for “What next?” type questions.

## 3. Setting the date and time for the service

If you wish for one of our ministers to assist in planning and leading the service, please visit with them before you schedule the service date and time. Our ministers are honored to help you plan a meaningful service to celebrate the life of your loved one.

When scheduling, our minister will review the building use calendar before a final service time will be set. Please know that every effort will be made to accommodate the wishes of your family.

Please confirm with church and/or funeral home prior to publishing any information about date, time, and location of services.

## 4. Planning the service

An important early step in planning the service is to gather your family together at home or the church to visit with the minister leading the service. This is a valuable time to share stories and favorite memories of your loved one. Many families comment that this type of gathering proves to be very helpful and comforting.

During this gathering, try to recall your loved one’s favorite scriptures and hymns. At the back of this resource, you will find a list of hymns and scriptures appropriate for funerals and memorial services.

## **Important questions to consider:**

### **What type of service do you desire?**

- A Graveside Service followed by a Memorial Service
- A traditional Funeral Service followed by a Graveside Service
- A Memorial Service only (in this type of service the body is not present).
- A Graveside Service only

### **Where will the service(s) be held?**

- The Sanctuary, the Joseph G. Brown Chapel, or Kerr Hall at ESUMC?
- At a funeral home or cemetery?

On the day of the Funeral or Memorial service, the family should arrive at the church 45 minutes before the service time and gather in the church Parlor. About 10 minutes before the service, the pastor will join the family in the Parlor for prayer and last minute instructions. The family and the clergy will process over to the sanctuary or chapel for the service.

Casket information: For the service, visitation, and at the graveside, we suggest the casket be covered with a Pall, though it may also be covered with a flower spray or flag. It is customary to cover the casket with the Pall before entering the sanctuary for the Service of Death and Resurrection, signifying our unity as brothers and sisters in Christ with all who have come before us and all who will come after us.

Cremains information: We have a Pall available for the cremains urn. On the Cremains Table during the service, we request that nothing beyond the cremains, Pall, flowers, and/or flag be present. KEY: Please notify the Administrative Assistant to Caring Ministries as to the time in which the cremains will be delivered to the church.

Ushers and printed bulletins are supplied by the church for services held at ESUMC.

## **5. Planning a visitation**

Another question to consider, in tandem with the service, is whether you would like to have a visitation in order to greet friends and family. The visitation can be before or after the funeral/memorial service, and can even be the day before. Visitations can be hosted by the church, or at a funeral home or a private residence.

At Edenton Street, we can offer for you to host the visitation in the Parlor, the Chapel Annex, or Kerr Hall. Questions you will need to consider:

- Would you like to have refreshments? The church can provide cookies, nuts, tea, and lemonade free of charge.
- Would you like to have food?
  - The church can offer cold plates or hot plates, depending on timing and availability of staff
  - We can host caterers, though all details need to be planned in advance with

the Administrative Assistant to Caring Ministries.

- Would you like to have tables set up with flowers, photos and/or other memorabilia?
- In Kerr Hall, will you need a microphone? Would you like to have a slideshow or music playing?

## **6. Costs**

There are no building usage fees for services held at Edenton Street UMC. In addition, there are no fees for the clergy or the organist. If long distance travel is required, we request that you help cover the expenses of the clergy.

## **7. Memorials**

Memorial gifts are a special way to honor a loved one. If you are interested in learning more about memorial gift opportunities at Edenton Street UMC, please discuss this with the Administrative Assistant to Caring Ministries, or with the officiating pastor.

We are also happy to work with you to include a notice about other memorial gifts to non-profit organizations on the back of the service bulletin.

## **8. Important questions and concerns**

**Typical topics to discuss with the funeral home:**

- Casket and casket container
- Cemetery lots
- Flowers
- Processional to cemetery
- Scheduling a visitation time
- Obituary in the newspaper and deadline for submission (for the News and Observer in Raleigh, the deadline for submission is typically 4 p.m.)

## **9. Flowers**

The flower is a symbol of the resurrection of our Lord and is an appropriate way to honor a loved one. We ask that the funeral home or family take responsibility for the removal of all flowers upon the completion of the service.

You may use two flower arrangements in the sanctuary, on the altar, each measuring 34-36 inches high, 24-30 inches wide excluding the church vases. A #4 paper mache container will fit into the altar vase. All other flowers will be displayed in the Parlor, Chapel Annex, Kerr Hall, or the Narthex.

## **10. Music**

If the service is to be in our sanctuary or chapel and music is requested, the officiating minister will contact our organist, Josh Dumbleton, to make arrangements.

Funerals and memorial services are occasions to sing the great hymns of the church that witness to the Lord of life. We request that secular music be played at the funeral home visitation or other settings outside of the worship service.

The pastor or organist will help you determine if a song is appropriate for this service of worship; but a guiding question to ask is, “Does this music give glory to God and witness to our hope in Jesus Christ?”

Soloists and/or instrumentalists are frequently included in funerals or memorial services, though their availability cannot be guaranteed. Professional instrumentalists can be secured by the music staff, but please understand there will be a performance fee involved for any musicians apart from our full-time music staff. While it is acceptable to have a friend or relative provide such music, they should have the musical abilities necessary and the emotional strength to sing or play at a time when they may be grieving. Music, in addition to congregational hymns, can certainly enhance the service of worship, but it is optional and family members should not feel obligated to arrange for it.

Congregational singing is encouraged as it involves everyone and gives expression to the faith we hold. It is usually wise to select one or two hymns that are more commonly known.

Many congregational hymns can also be sung as solos. All music selections should give glory to God and witness to our hope in Jesus Christ. We have listed some of the hymns you might consider for use in the service.

### **Opening Hymns**

- A Mighty Fortress Is Our God No. 110
- Christ the Lord Is Risen Today No. 302
- Fairest Lord Jesus No. 189
- For All the Saints No. 711
- God of Grace and God of Glory No. 577
- Great Is Thy Faithfulness No. 140
- How Firm a Foundation No. 529
- How Great Thou Art No. 77
- Joyful, Joyful, We Adore Thee No. 89
- Love Divine, All Loves Excelling No. 384
- My Hope Is Built on Nothing Less No. 368
- Praise to the Lord, the Almighty No. 139

### **Hymns of Hope and Comfort**

- Abide with Me No. 700
- Amazing Grace, How Sweet the Sound No. 378
- Be Still, My Soul No. 534
- Beneath the Cross of Jesus No. 297
- Blessed Assurance No. 369
- Blest Be the Tie That Binds No. 557
- Children of the Heavenly Father No. 141

- Hymn of Promise No. 707
- I Love to Tell the Story No. 156
- In the Garden No. 314
- It Is Well with My Soul No. 377
- Jesus, Keep Me Near the Cross No. 301
- Jesus Loves Me No. 191
- My Faith Looks Up to Thee No. 452
- On Eagles' Wings No. 143
- Precious Lord, Take My Hand No. 474
- Rock of Ages, Cleft for Me No. 361
- Savior, Like a Shepherd Lead Us No. 381
- Shall We Gather At the River No. 723
- Soon and Very Soon No. 706
- Surely the Presence of the Lord No. 328
- What a Friend We Have in Jesus No. 526

### Closing Hymns

- Guide Me, O Thou Great Jehovah No. 127
- Lead On, O King Eternal No. 580
- Lift High the Cross No. 159
- O God, Our Help in Ages Past No. 117
- Thine Be the Glory No. 308

### 11. Suggested solos (only if requested)

- Amazing Grace No. 378
- How Great Thou Art No. 77
- Hymn of Promise No. 707
- It Is Well With My Soul No. 377
- Lord of the Dance No. 261
- On Eagles' Wings No. 143
- Surely the Presence of the Lord Is In This Place No. 328
- Psalm 23
- The Lord's Prayer

### 12. Suggested scripture

Listed below are Scriptures appropriate for use in a funeral or memorial service.

#### Old Testament

- Job 19:23-27 I know that my redeemer lives
- Isaiah 25:6-9 God will swallow up death forever
- Isaiah 26:1-4,19 God will keep them in peace
- Isaiah 40:1-11, 28-31 Comfort my people
- Isaiah 40:28-31 Those who wait for the Lord shall renew
- Isaiah 43:1-3a, 18-19, 25 When you pass through the waters



- Isaiah 44:6-8 I am the first and the last
- Isaiah 55:1-3, 6-13 Ho, everyone who thirsts
- Isaiah 61:1-4T The spirit of the Lord is upon me
- Isaiah 65:17-25 I create new heavens and a new earth
- Lament. 3:19-26, 31b-32 The Lord's steadfast love
- Joel 2 (sel.) Return to the Lord with all your heart

## **Psalms**

(The Psalms may be read by a pastor or as responsive readings with the congregation.)

- Ps. 16:5-11 The Lord is my chosen portion
- Ps. 23 The Lord is my shepherd
- Ps. 27:1, 4-9a, 13-14 The Lord is my light and my salvation
- Ps. 39: 4-5, 12 Lord, let me know my end
- Ps. 42:1-6a As a deer longs for flowing streams
- Ps. 43 Give judgment for me, O God
- Ps. 46:1-5, 10-11 A very present help in trouble
- Ps. 90:1-10, 12 Teach us to number our days
- Ps. 91 The one who dwells in the shelter of
- Ps. 103 Bless the Lord, O my soul
- Ps. 106:1-5 O give thanks to the Lord
- Ps. 116:1-9, 15 The Lord has heard my voice
- Ps. 118 Open the gates of righteousness
- Ps. 121 I lift up my eyes to the hills
- Ps. 130 Out of the depths I cry to the Lord
- Ps. 139:12 Where shall I go from your spirit
- Ps. 145 I will extol you, O God my King
- Ps. 146 Hallelujah! praise the Lord, O my soul

## **New Testament**

- Matthew 5:1-12a The Beatitudes
- Matthew 11:25-30 Hidden from the wise, revealed to infants
- Matthew 25:1-13 Wise and foolish bridesmaids
- Matthew 25:31-46 The Last Judgment
- Luke 7:11-17 Jesus raises the son of the widow of Nain
- Luke 18:15-17 We enter the kingdom only as children
- Luke 23:33, 39-43 Today you will be with me in Paradise
- John 3:16-21 God so loved the world
- John 5:24-29 Whoever hears and believes has eternal life
- John 6:37-40 Anyone who comes to me I will never drive
- John 6:47-58 Whoever believes in me has eternal life
- John 11:17-27 I am the resurrection and the life
- John 11:38-44 Lazarus raised from the dead
- John 14:1-6, 25-27 Let not your hearts be troubled
- Romans 5:1-11 Hope does not disappoint
- Romans 6:3-9 Baptized into Christ's death, raised to live
- Romans 8:14-23, 31-39 Nothing can separate from the love of God

- Romans 14:7-9, 10b-12      Whether we live or die, we are the Lord's
- 1 Corinthians 15 (sel.)      Christ raised from the dead
- 2 Corinthians 4:16-5:1      Visible things are temporary, invisible things
- 2 Corinthians 5:1-10      From God we have a house not made with
- Ephesians 1:11-2:1, 4-10      Saved by grace through faith
- Philippians 3:7-11      Knowing him and the power of his resurrection
- Philippians 3:20-21      Our citizenship is in heaven
- Colossians 3:1-17      Set your minds on the things that are above
- 1 Thessalonians 4:13-18      The comfort of Christ's coming
- 2 Timothy 2:8-13      If we died with him, we shall also live with him
- Hebrews 2:14-18      Christ was tested in every way
- Hebrews 11-12 (sel.)      Faith, the pilgrimage, the cloud of witnesses
- 1 Peter 1:3-9      Without seeing Christ, you love him
- 1 Peter 3:18-22; 4:6      Christ's ministry to the spirits in prison
- 1 John 3:1-3      We are children of God
- Rev. 7:2-3, 9-17      These are they who have come out of the
- Rev. 14:1-3, 6-7, 12-13      Rest for the saints
- Rev. 21:1-4, 22-25; 22:3-5      A new heaven and a new earth

### 13. Order of Worship

As you make plans for the service, please consult The United Methodist Hymnal, pages 870-875, for the typical order of worship for a Service of Death and Resurrection. In general, the service looks like the order below, with the family helping to select hymns and Scripture readings.

#### Order of Worship

- Prelude
- Greeting/Words of Grace
- *Hymn*
- Congregational Prayer
- *Old Testament/Psalms/New Testament Scripture Readings*
- *Hymn/Solo*
- *Gospel Scripture Reading*
- Homily (by the pastor officiating the service)
- *Hymn/Solo*
- *Words of Witness*
- Prayers and The Lord's Prayer
- Affirmation of Faith and Gloria Patri
- *Hymn*
- Postlude

The family can also request that friends or family speak at the service, which is known as the Words of Witness. We ask that only 1 or 2 people be asked to speak, and that they speak for no more than 3-5 minutes. The witnesses are to share from their heart why they loved the deceased, and no amount of words can do justice to their love.

**If you have further questions regarding Funeral and Memorial Service planning, please call Gwen Cummings, Administrative Assistant to Discipleship Ministries, Monday-Friday 8:30 a.m. to 3:00 p.m., at 984-200-2616.**



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