



MEMORIAL AND FUNERAL SERVICE PLANNING GUIDE

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WHAT DO I DO WHEN SOMEONE I LOVE DIES?

Jesus said, "I am the resurrection and the life. The one who believes in me will live, even though they die;" (John 11:25). That is our hope and comfort. And, yet, at this time there is real grief. Jesus cried at the tomb of Lazarus just 10 verses later. St. Paul reminds the Thessalonians, "¹³ Brothers and sisters, we do not want you to be uninformed about those who sleep in death, so that you do not grieve like the rest of mankind, who have no hope. ¹⁴ For we believe that Jesus died and rose again, and so we believe that God will bring with Jesus those who have fallen asleep in him." (1 Thessalonians 4: 13-14) For the Christian this is both a sad time and a time of joy. We rejoice in eternal life but grieve the one who is gone.

Many people ask, "**What happens when my loved one dies?**" The Bible tells us that Christians enter eternal life and are in the presence of God. Jesus said, "¹ Do not let your hearts be troubled. You believe in God; believe also in me. ² My Father's house has many rooms; if that were not so, would I have told you that I am going there to prepare a place for you? ³ And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am." (John 14:1-3) Rest assured your loved one is well cared for in the arms of God. To help you walk through this difficult time, we hope this booklet will help you in your journey. In it there are suggestions for dealing with the days following the death of your loved one. Please rest assured that Christ the Victor is ready to support you in this journey. Pastor Chase is available for counseling in God's Word and prayer. Please feel free to consult us for any advice that we might be able to give you in this difficult time of your life.

You should contact Christ the Victor as soon as possible so that we may begin the process of supporting you and your family. This will enable you to check possible dates and times when a memorial or funeral service might be conducted if it is to be in the church. It is in the best interest of families to have a service at the church where they can hear the comfort of God's Word spoken in His own house. It is also proper to have a graveside service or committal at the mortuary if desired. Either way, contacting the church as soon as you can allows us to give you the most amount of help.

Things begin to move fast. Preplanning is always helpful. You are going to be asked many questions and have many things to do. The first question is, **“What happens to my loved one's body?”** You will have to determine which mortuary is to be contacted. It is well that you think this through with your loved one in advance. If this is not possible hospice or the hospital social worker will have names of reputable mortuaries to consider. You need to consider whether internment is going to be in the ground, in a casket or cremation. Either is acceptable to the church and it is entirely your preference. It is helpful to have made that decision with your loved one. If that is not possible then your family or pastor may be helpful to you. You will be asked to meet with the mortuary and make decisions on a casket or urn, what services you want them to perform, and where burial will take place.

Some ask the question, **“What is the difference between a funeral service and a memorial service?”** They are essentially the same thing. Usually, a funeral service involves the presence of the body. A memorial service, however, might only have the ashes of the deceased present in an urn, or no presence of the body at all. However, both celebrate the deceased's life, both the life lived on earth and the eternal life that is now lived in the presence of Christ.

***Contact the church before setting a day and time with the mortuary.**

WHAT DO I DO WHEN SOMEONE I LOVE DIES?

These are some of the things you will encounter and it may be helpful to have given them some thought. This is a time of great stress on you and your family. Once again, the Church stands with you in this difficult time. The following is a checklist that might provide you with some direction:

- I know where the necessary papers are such as birth certificates, marriage certificates, insurance policies, will, etc.
- I have applied for a Death Certificate (visit azdhs.gov. Under “Divisions,” choose “Vital Records” under the “Licensing” section.)
- I have military discharge papers and have contacted the military concerning honors.
- I have contacted the church.
- I have contacted the mortuary. In addition to helping with arrangements for the remains of your loved one, the mortuary should be able to provide you with a list of everyone else you should contact, such as life insurance and investment companies, executor’s of wills, etc.
- I have made an appointment with the mortuary on: _____
Date and time: _____
- I have made an appointment with my pastor/church on: _____
Date and time: _____

PLANNING A SERVICE

Here are some things you may want to consider in planning a service at Christ the Victor. The pastor and/or the funeral coordinator can meet with you and walk you through the process of planning a service. Please contact Pastor or the church office for more information.

1. What hymns or songs would I like? Please note that Christian music is what is appropriate in a church setting because it conveys the hope we have in Christ.
2. What Scripture passages are meaningful to me and my family?
3. What should be included in the obituary printed in the bulletin?
4. What are the costs of a service? Even in the Church there are some costs and fees such as the musician, sound and video technicians, and any other special services needed.
5. Do I want a reception? There are several options that can be discussed with the funeral coordinator.
6. Can I have military honors? The answer is yes. Appropriate military honors have always been allowed and included in the planning of the service. It will usually take place at the end of the service or at the committal.
7. Can I have a eulogy? This must be discussed with the pastor. Generally, a eulogy is not a good idea. It is difficult for loved ones to speak at such a time. In the worship service God brings to bear His Word and the prayers of the Church that we might be comforted.
9. Is burial going to happen following the service or at another time?

SERVICE PLANNING FORM

Pastor who will conduct the service: _____

Date: _____

Time: _____

Memorial Gift designation to:

Scripture to be read:

Common Memorial/Funeral Verses

**Please note that all scripture printed on the bulletin
will be in the NIV translation, unless otherwise requested.**

Romans 6:3-9

Romans 8:14-23

Romans 8:31-39

1 Corinthians 15:51-57

2 Corinthians 5:1

Philippians 3:20-21

Revelation 21:1-5

John 11:17-27

Ecclesiastes 3:1-11

John 3:13-17

Psalm 23

2 Corinthians 4: 16-18

1 Thessalonians 4:16-17

2 Corinthians 5:1-4

John 5:24

John 10:27-29

John 14:1-6

Revelation 7:9, 13-17

Hymns/songs I would like the congregation to sing:

LBW #

- 107 - Beneath the Cross of Jesus
- 229 - A Mighty Fortress Is Our God
- 377 - Lift High the Cross
- 448 - Amazing Grace
- 509 - Onward Christian Soldiers
- 532 - How Great Thou Art

WOV #

- 296 - Just As I Am, Without One Plea
- 731 - Precious Lord, Take My Hand
- 699 - Blessed Assurance
- 771 - Great Is Thy Faithfulness
- 779 - On Eagles Wings

Other Hymns & Songs

- On Eagles Wings by Michael Joncas
- Save A Place for Me by Matthew West
- Welcome Home by Michael W. Smith
- You Raise Me Up by Josh Groban
- Soon and Very Soon
- Just a Closer Walk With Jesus (227 The Other Song Book)
- I Can Only Imagine by Mercy Me
- When the Saints Go Marching In
- Old Rugged Cross
- To God Be the Glory
- Jesu, Joy of Man's Desiring by Bach

Opening Song: _____

Message Song: _____

Closing Song: _____

Special Music, solos, etc: _____

(Any videos, slide show, etc. needs to be handed to the coordinator at least 24 hours prior to the service).

Burial plans (Date, location):

Military Honors (Flag presentation, gun salute, taps?):

Would you like to have a reception at the church? Yes or No

Name of deceased (First, middle, last): _____

Baptismal Date: _____

Date of birth: _____ Deceased date: _____

Survived by: (and/or attach obituary/biography and photograph of the deceased)

WHO SHOULD THE CHURCH CONTACT?

1. Name (First, Last): _____ Relation: _____

Address: _____

Email: _____

Primary Phone: _____ Secondary Phone: _____

2. Name (First, Last): _____ Relation: _____

Address: _____

Email: _____

Primary Phone: _____ Secondary Phone: _____

CHRIST THE VICTOR

Customary Honorariums for Memorial Services and Funerals (all prices subject to change)

	<u>Member</u>	<u>Non-Member</u>
Service Coordinator	\$75	\$125
Sanctuary	\$0	\$250
Fellowship Hall	\$0	\$150 (If needed)
Organist/pianist	\$75	\$125
Audio/Video Technician	\$75	\$125
Bulletins	\$0	\$25 per 100
Pastoral Honorarium	\$0-250	\$200-\$300
Cleaning Fee Sanctuary	\$105 (If needed)	\$125

Reception Options (Members Only):

Please choose ONE of the following choices.

- Soups with side salads, dessert & drinks
 - Vegetarian option provided upon request
 - This is the preferred option for our volunteers.

- Deli sandwiches with side salads, dessert, & drinks
 - Vegetarian option provided upon request
 - Soup options will be added for larger gatherings

- Non-Members will be responsible for providing their own food.

*Checks should be made payable (a week prior to the event) to:
Christ the Victor and marked "Memorial Service" on memo line*

Notes:

Lined area for notes, consisting of 20 horizontal lines.

