



Covenant Presbyterian Church



Funeral Planning Guide and Worksheet

Funeral Planning Guide

SERVICES OF WITNESS TO THE RESURRECTION

The Presbyterian funeral or memorial service is “A Service of Witness to the Resurrection” and an integral part of Christian worship. It is a service of worship of the congregation in which we seek to honor God and comfort those who mourn. We do this by celebrating the Resurrection and affirming the profound hope we have through the love and grace of our risen Lord. Joining with others, we give our pain, our memories, our hopes, and our gratitude to God.

The pastor, leaders, and members of Covenant Presbyterian Church extend their condolences to you if you are reading this brochure at a time of loss. We pray God’s peace for you and want to be in ministry to you as we are able. In this brochure, you will find descriptions for planning a memorial service or funeral at Covenant. Don’t hesitate to contact our pastor if you have any questions.

STYLE OF A SERVICE

The term ‘funeral’ normally refers to a service at which a casket/urn is present and followed by a graveside service. A funeral is often more formal in order and tone and typically takes place within five days of a death.

The term ‘memorial service’ is often used in reference to a service at which cremains may be present. It may be further separated in time from a death, though we recommend that it be kept as close to the death in time as possible. As a Service of Witness to the Resurrection, it includes scripture, a pastor’s message, and music or readings that are appropriate to the occasion. A memorial service may be less formal.

FORMAT AND DIRECTION OF THE SERVICE

Responsibility for planning and conducting the service resides with the pastor who normally meets with the family to offer prayer, support, and planning guidelines for the service. The pastor will work with the family to personalize the service. The service is normally held in our sanctuary depending on scheduling, need, or appropriateness. Should the family desire others to assist in the service, please consult with the pastor who has the authority to extend the invitation. In all cases, our pastor will have the final decision on all aspects of the service.

SCHEDULING

We will seek to schedule services in timely ways that meet family and community needs. While a funeral will be planned within a week of a death, as noted earlier, a memorial service may be planned later. Normally, we will work to avoid Sundays and church holidays. Your pastor will work with you to set a date and time. As a funeral or memorial is a worship service of God’s people, the date and time will be publicized to the congregation of Covenant Presbyterian Church. You may also publish it in obituaries or through other forms of communication.

MUSIC

Covenant’s Music Director and pastor assist in helping the family coordinate music for all funerals. An organist may provide the service music. A vocalist may be selected by you or your family, or the vocalist can be arranged by Covenant’s Music Director.

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REFLECTIONS AT THE SERVICE

Brief, prepared reflections about the deceased may be offered by family and friends during a service as arranged with the pastor.

FLOWERS

Flowers beautify the service and remind us of our hope in Christ. Their quantity should enhance our worship. The pastor may suggest that some flowers be placed in the library lounge or reserved for a reception following the service if quantities become too great. All other flowers should be removed by the family following the service or onsite reception. They may choose to take arrangements to their home, to nursing homes, or other places where others may enjoy the beauty.

PHOTOS, VIDEO, AND POWERPOINT PRESENTATIONS

As this is a service of worship, the focus of our attention is on God's presence both during and beyond our lives. A portrait of the deceased or video display may be welcomed in the Library Lounge prior to the service. Video or slide presentations may also be shown during the reception following the service.

FRATERNAL, CIVIC AND MILITARY CONSIDERATIONS

Covenant Presbyterian Church affirms fraternal, civic, or military services outside of the funeral or memorial service itself, either before or after, or in conjunction with a committal of remains. We follow Presbyterian guidelines in this regard, which state:

The service may be observed before or after the committal of the body [or ashes]. The service may include other actions common to the community of faith and its cultures when these actions do not detract from or diminish the Christian understanding of death and resurrection. The service shall be complete in itself, and any fraternal, civic, or military rites should be conducted separately

(Directory for Worship 4.10005)

WORSHIP BULLETIN

If a worship bulletin is desired, members of the church staff will assist in producing one that includes the order of service, participants, family information, suggestions for memorial gifts (if requested), and a brief biographical note about the deceased, if desired. A photo of the deceased may be provided for inclusion on the back cover of the bulletin. If the family desires a more elaborate bulletin, they are welcome to have one produced at their own expense and in consultation with the pastor.

RECEPTIONS

Volunteers organized by our Bereavement Committee can assist in arranging a reception at the church following the service. Coffee, tea, punch, cake and/or cookies will be provided in the Library Lounge. If the family desires additional food, they may have it catered at their own expense and arrangement coordinated with our volunteers. As noted earlier, the reception is an ideal location to provide a collection of photos, appropriate memorabilia, or slideshow presentations about the deceased provided that arrangements have been made ahead of time.

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FEES AND HONORARIA

Members of Covenant Presbyterian Church may receive the ministry of the church, including pastoral services and space for a service, without specific charges. However, if you have the means to provide honoraria, we ask you to consider honoraria as indicated.

For non-members, we do ask fees as suggested here. However, no Christian funeral should be denied on the basis of financial resources. If you are unable to provide honoraria to worship leaders or space use fees to the church, these may be either reduced or waived by the pastor. Conversely, if you are able to provide more than is suggested, we encourage you to do so in order to enable the church's ministry to those who cannot.

Honoraria and fees are customarily paid to the funeral home for dispersal to Covenant. If a funeral home is not used, the fees would be paid before the day of the service and should be remitted directly to the church office.

FUNERAL SERVICE FEES

	<i>Sanctuary</i>		<i>Chapel</i>	
	<i>Member</i>	<i>Non-Member</i>	<i>Member</i>	<i>Non-Member</i>
Pastor	Optional	\$300.00	Optional	\$300.00
Organist	\$300.00	\$300.00	N/A	N/A
Pianist	\$300.00	\$300.00	\$200.00	\$200.00
Sound Operator	\$150.00	\$150.00	N/A	N/A
Vocalist	\$175.00	\$175.00	\$175.00	\$175.00
Building Use	Optional	\$500.00	Optional	\$300.00

Custodial fees will be paid to the custodial employee working a funeral which is scheduled beyond the employee's regular custodial hours. The custodial employee will list the hours worked on their time card.

Funeral Planning Worksheet

When planning your funeral or a funeral for a loved one, there are many choices. 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 Covenant will meet with family members and review your worksheet to create the funeral or memorial service.

This worksheet may be used by:

- * an individual making their advanced 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 _____

Full Name: First, Middle (Maiden), Last

Date Completed: _____

For the Person Making Advance Plans:

When you have completed this worksheet, please consider sharing it with a Covenant Pastor. Your information will be kept in a confidential file available only to the Pastors of Covenant. 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. 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

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. The Covenant Pastor is available to refer you to Funeral Directors they know well and hold in high regard.

When death occurs, please contact the church office. If the office is closed, you may contact the pastor directly.

Funeral Planning Worksheet

Will Holy Communion be celebrated *(Only available for services at Covenant Presbyterian Church)*

Yes

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 *(Normal size, used with an Urn only)*

Cross

Flag *(Only used in place of flowers)*

Readers

The Pastor who officiates will read.

I would like this/these person(s) to read at my service: _____

Bible Readings

The Pastor who officiates may choose the readings.

My family will choose the readings.

I have chosen the readings as indicated: _____

Congregational Hymns

The Pastor who officiates may choose the hymns.

My family will choose the hymns.

I have chosen the hymns as indicated: _____

Soloist

If possible, I would like this vocalist to sing: _____

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(s) to speak: _____

Funeral Planning Worksheet

Reception Following Worship

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

Yes

No

I would like a reception

Immediately following the Worship Service before burial

Following the Worship Service and after burial

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

Cremate body shortly after death

Cremate body after visitation and/or service

Burial Wishes

Bury coffin / urn in cemetery

Other: _____

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

Eligible for military honors

Yes

No

Names of Pall Bearers

(Six Pall Bearers needed only when there is a coffin for burial)

Funeral Planning Worksheet

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: _____

Desired Expression of Sympathy

Flowers _____

I desire memorial gifts in lieu of flowers _____

Obituary

Full Name (including maiden name) _____

Birth date and location _____

Parent's names (including mother's maiden name) _____

Marital status, marriage date and name of spouse _____

Other marriages / divorces / spouse(s) _____

Names of children _____

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 information is important to your family. This information does not need to be prepared in paragraph form.

Funeral Planning Worksheet

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.

Location and date of Will / Living Trust: _____

Location of my Living Will: _____

Attorney or Will preparer: _____

Healthcare Power of Attorney: _____

Financial Power of Attorney: _____

Executor of Will / Estate: _____

Guardian (for minor children): _____

Additional comments: _____

Covenant Presbyterian Church Funeral Report

Funeral Date: _____ Funeral Time: _____ Roll # _____

Funeral Location: _____ Place of Interment: _____

Funeral Director: _____ Person Officiating: _____

Full Name of Deceased

Age

Residence of Deceased

Date of Birth: _____ Place of Birth: _____

Date of Death: _____ Place of Death: _____

Family Members

Spouse

Daughter(s)

Son(s)

Send acknowledgments to:

Name: _____

Address: _____

Bulletin attached _____

Obituary attached _____

Mailbox/Name tag _____

CDM Updated _____

Removed from Directory _____

Date joined church _____