

# Funeral or Memorial Service Planning Guide

for Our Saviour's Lutheran Church  
1015 Veneta: Bremerton, WA 98337



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Church Phone # 360-479-6374

Death is a part of human life. The church's most deeply held conviction is the Easter promise: Christ's saving passage through death to resurrected life is the way we, too, shall follow. We gather around Christ in word and sacrament every Sunday to celebrate that passage from death to life and that call to follow. So, too, when the church gathers to mark the end of life, our hope in Christ is the source for proclamation and worship.

Here at Our Saviour's Lutheran Church, it is our deepest desire to provide Christian care to all people, especially during times of grief. The death of a loved one is a traumatic experience and making funeral plans can be overwhelming. This booklet is designed to help you plan a funeral or memorial service for yourself or a loved one.

## THE SERVICE

All funeral or memorial services are different, as we all express our love and grief differently. It is important that family members discuss their wishes for the service with each other to decrease the stress that comes with making these arrangements.

There are several types of services: funeral, memorial, and graveside. A funeral service is usually held within a week following the death with the body or ashes present. A memorial service can be held at any time. The body or ashes are not present. The graveside service is held at the time the body or ashes are committed to their final resting place. The order of worship for the services is usually based on the Service for the Burial of the Dead, found in the Lutheran Book of Worship. If there are special requests for either music or the order of worship, attempts will be made to incorporate them into the service. At the end of this booklet, you will find suggestions for both Scripture readings and hymns to be used during the service, and copies of the Lutheran Book of Worship may be borrowed from the church library to help you plan. Also, many people choose to add special music to the service. Our Saviour's has a list of soloists and other musicians available for memorial or funeral services.

Many families find it comforting to have a record of the people who attended the service. The church does not provide a guest book, but the family may choose to do so. It is recommended that the guest book have removable pages, so that they may be left at both doors for guest to sign as they enter the service. Pens should also be provided. The church staff will arrange for the guest book and any cards left at the church to be given to the family after the service.

Our Saviour's will provide bulletins for the service if the family desires. The bulletin typically outlines the service and may contain information about the deceased. The church office will ask the family to estimate how many copies should be made for the service, and will make a limited number of extra copies for the family if arrangements are made in advance.

## CHURCH POLICIES

To reserve the church for a service, the family should contact the church office, (360) 479-6374. The family should meet with the church pastor and make arrangements with him for the service. The church pastor will officiate at the service and the church organist will provide music. If you wish to make other arrangements, the pastor and organist must be consulted.

The church buildings, grounds and necessary equipment will be available without charge to members of the congregation. Nonmembers will be charged a nominal fee for church use.

With all types of services, there are usually honorariums and fees that should be taken care of for services either at the church or funeral home. A list of suggested amounts is inserted in this booklet.

## MEMORIALS

The family is urged to discuss the designation of memorial funds with the pastor before the service. Should the family choose to designate Our Saviour's as the recipient of memorial funds, the church will provide the names of those who contributed memorial funds. If there is no preference suggested by the family, memorial funds will be spent at the discretion of the Church Council.

## FLOWERS

Families may wish to arrange for altar flowers for the service. Please contact the church office before ordering flowers. All flowers should be removed from the church following the service. If the family desires to leave flowers for the next Sunday's worship services, please notify the church staff in advance. After the Sunday service, the flowers will be taken to a congregation member who is in the hospital, a nursing home, or ill at home.

## RECEPTIONS

If desired, and depending on availability, the church women can provide coffee, tea, punch and cookies for a reception following the service. If a more elaborate menu is desired, the family should provide food to be served.

## SUGGESTED READINGS AND PSALMS FOR FUNERAL /MEMORIAL SERVICE

\*\*Additional suggestions are available from the pastor.

### Passages from the Old Testament

Proverbs 31 (verses may be selected)

Ecclesiastes 3:1-14

Isaiah 25:6a, 7-9

Isaiah 40:28-31

Lamentations 3:17-21)22-26

In praise of a good woman

A time for everything

Death shall be swallowed up in victory

The Lord is an everlasting God

The steadfast love of the Lord

### Passages from the Psalms

Selected verses may be used from the following: Psalms 23; 25; 27; 46; 103; 121; 130; 139

### Passages from the Gospels

Matthew 5:3-10

Mark 10:13-16

Luke 15:11-32

Luke 23:44-49, 24:1-7

Luke 24:13-19(20-26), 27-35

John 5:19-29

John 6:36-40

John 6:46-58

John 10:1-15 (or:11-16)

John 11:(17-20), 21-27

John 12:23-26

John 14:1-6

True happiness

Let the little children come to me

The parable of the lost son

The death and resurrection of Jesus

Jesus known in the breaking of bread

Eternal life in Christ

Nothing lost

Jesus the bread of life

The good shepherd

The resurrection and the life

Where I am, there shall my servant be

Jesus the way to the Father

## Passages from the Epistles and Revelation

Romans 6:1-11 Or:3,4,8,9 for a child	Dead to sin but alive in Christ
Romans 8:31b-39	God's love in Jesus Christ
1 Corinthians 13	Faith, hope and love remain
1 Corinthians 15:12-19	The assurance of a resurrection
1 Corinthians 15:20-22,35-38,42-44,(53-58)	Our resurrection
1 Corinthians 15:20-27a	Our resurrection
1 Corinthians 15:51-58	Our resurrection
2 Corinthians 1:3-5	Consolation in Christ
2 Corinthians 4:7-14	Perplexed, but not in despair
2 Corinthians 4:13-5:10	At home with the Lord
Philippians 3:8-21	Our citizenship is in heaven
Philippians 3:20-4:1, 4-7	Rejoice in the Lord
1 Thessalonians 4:13,14,(15-18) *also suitable for a child	Raised with Jesus
1 Peter 1:3-9	A living hope
Revelation 7:9-17 *also suitable for a child	The great company of the redeemed
Revelation 21:1-7 *also suitable for a child	A new heaven and a new earth

## SUITABLE FOR GRAVESIDE SERVICE

Psalms 42:1-7	Psalms 46:1-7
Psalms 121	Psalms 143
Job 19:23-27a	Isaiah 25:6-9
Isaiah 61:1-3	Lamentations 3:22-26, 31-33
Romans 5:1-11	Romans 5:17-21
Romans 8:31-35, 37-39	1 Corinthians 15:12-26
1 Peter 1:3-9	1 John 3:1-2
Revelation 7:9-17	Revelation 21:2-7
Matthew 11:25-30	Matthew 22:1-13
Luke 12:35-40	John 5:24-29
John 6:37-40	John 11:21-27
John 14:1-6	

## SUGGESTED HYMNS FOR FUNERAL/MEMORIAL SERVICE

There are many hymns that can be used during the service. Please feel free to discuss other ideas with the pastor.

Hymns from Evangelical Lutheran Worship hymnal:

- #360 "In Heaven Above"
- #376 "Thine is the Glory"
- #422 "For All the Saints"
- #441 "Oh, Happy Day When We Shall Stand"
- #502 "The King of Love My Shepherd Is"
- #600 Psalm 130: "Our of the Depths"
- #613 "Thy Holy Wings"
- #614 "There is a Balm in Gilead"
- #618 "Guide me Ever, Great Redeemer"
- #619 "I Know That My Redeemer Lives!"
- #623 "Rock of Ages, Cleft for Me"
- #624 "Jesus, Still Lead On"
- #627 "O Day Full of Grace"
- #628 "Jerusalem, My Happy Home"
- #629 "Abide with Me" (vs 1,4,5)
- #631 "Love Divine, All Loves"
- #632 "O God, Our Help in Ages Past"
- #645 "Christ is Made the Sure Foundation"
- #666 "What a Wondrous Love"
- #742 "What A Friend We Have"
- #754 "Jesus, the Very Thought You"
- #755 "Jesus, Savior, Pilot Me"
- #759 "My Faith Looks up to Thee"
- #767 "Lord, Take My Hand"
- #773 "Precious Lord, Take my Hand"
- #778 "The Lord's My Shepherd"
- #780 "Shepherd Me, O God"
- #781 "Children of the Heavenly Father"
- #785 "When Peace, Like a River"
- #815 "I want to Walk as a Child of the Light"
- #856 "How Great Thou Art"
- #890 "Mine Eyes Have Seen the Glory"

### Hymns from Hymnal Supplement:

- "The Lord is My Light" (Psalm 27)
- "God, Our Help and Constant Refuge"
- "This is the Day"
- "My Soul in Stillness Waits"
- "Awake, Arise, Lift Up Your Voice"
- "I Received the Living God"
- "O God, Creation's Secret Force"
- "Rest in Peace"
- "Eye has not Seen"
- "I Danced in the Morning"

## CHECK LIST FOR HONORARIUM CHECKS:

Pastor	Yes	No
Organist	Yes	No
Soloist	Yes	No
Sound System Technician	Yes	No
Women of the church (reception)	Yes	No
Custodian	Yes	No
Our Saviour's Lutheran Church (if required)	Yes	No

## CHECKLIST FOR FUNERAL/MEMORIAL SERVICE

Meeting with Pastor YES NO  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Confirmation of date and time of service YES NO  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Graveside Service YES NO  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Contact made: \_\_\_\_\_

Service details arranged with Pastor YES NO  
 Organist  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Soloist:  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reception: YES NO  
 Flowers ordered (if used) YES NO  
 Florist: \_\_\_\_\_ Phone #: \_\_\_\_\_

Guest book purchased (if to be used) YES NO  
 Pallbearers (active & honorary) YES NO  
 Selected: \_\_\_\_\_

Service bulletin (if used)  
 arrange with Pastor and Church office: YES NO  
 Memorial designation decided (if selected) YES NO  
 Designation: \_\_\_\_\_

The following is given for information only.

**BIOGRAPHICAL INFORMATION REQUIRED BY THE STATE OF WASHINGTON  
FOR THE DEATH CERTIFICATE:**

Full name: (First, Middle, Last, if female, maiden)

Address: (Residence, not Post Office Box)

Phone number: (Area code, number)

Length of time at address:

Country of citizenship:

Place of birth: (City, County, State and Zip)

Date of Birth: (Month/Day/Year)

Social Security Number:

Occupation:

Employed by:

Marital Status:

Spouse's Maiden Name:

Father's Name:

Year of birth:

Place of birth:

Mother's Maiden Name:

Year of birth:

Place of birth:

Religious Affiliation:

Education: Grade School

High School

College

Military Service:

Branch:

Rank:

Date of enlistment:

Date of discharge:

Discharge location:

Serial Number:

Smoker in last 15 years:                      Yes                      No

## FUNERAL AND MEMORIAL SERVICE HONORARIUM AND FEES

*\*\*All fees are to be payable directly to the person or group who is providing the service*

Pastor: Paul Meeker	Donation
Organist: Cynthia Rennie	\$ 125.00
Soloist	\$50.00 for first selection \$25.00 for additional piece
Sound System Technician: Bob Bishop	\$35.00
Janitorial Services: _____	\$50.00 Sanctuary \$50.00 Fellowship Hall
Non-member use of church and facilities	\$ 100.00
Reception (if used)	\$70.00*

\*Checks made payable to "OSLC Women's Organization"  
A suggested minimum contribution to "OSLC Women's Organization" of \$70.00 provides reimbursement for the expenses of paper products and beverages. An additional contribution for their work and for the cookies or other food donated helps the organization raise funds for its programs and charitable projects.