Lemoore Presbyterian Church

Guidelines for Funerals & Memorial Services

Revised 5/9/2017

Dear friend,

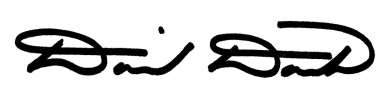
Before getting into the details of planning a service, allow me to express my sympathy and condolences to you and your family during this difficult time of loss. Even in the best of circumstances the death of a loved one is very painful. I want you to know that our church is here to help you through this.

The following guidelines are designed to walk you through the process of planning a funeral or memorial service that will give glory to God and honor your loved one. This is not only an important part of the healing process; it’s also the best thing we can do in the face of death. When we can’t stand on our own, we stand together on the promises of God and remember Jesus’ victory over death.

The Apostle Paul wrote, “Don’t you know that all of us who were baptized into Christ Jesus were baptized into his death? We were therefore buried with him through baptism into death in order that, just as Christ was raised from the dead through the glory of the Father, we too may live a new life. For if we have been united with him in a death like his, we will certainly also be united with him in a resurrection like his.” (Romans 6:3-5)

That is the Christian hope. As we plan this service together, may that hope sustain you and your family. May you find comfort in the good news that death is not the end of your loved one’s story, and may our Lord Jesus Christ give you rest for your soul.

Very sincerely yours,



Pastor Dave

First Steps: What to Do when a Loved One Dies

**The Funeral Home**

After notifying family members, the first thing you will need to do is contact a funeral home. They will assist you with handling the remains of the deceased, ordering death certificates, and other important tasks. *For example,* the funeral home will help you decide whether your loved one will be buried or cremated, which cemetery the graveside (if any) will be held at, and what options are available for purchasing a casket or urn.

Two funeral homes in the area that we routinely work with are:

**Phipps-Dale Funeral Chapel** **People’s Funeral Chapel**

420 W D St, Lemoore, CA 93245 501 N Douty, Hanford, CA 93230

[(559) 924-5611](javascript:void(0)) (559) 584-5591

**Before Calling**

Two things to keep in mind when calling or meeting with the funeral home:

1. Tell them that **Lemoore Presbyterian Church will handle the funeral or memorial service at the church.** We will take care of planning the service, printing bulletins, etc. Funeral homes charge extra to take care of such details themselves. The funeral home only needs to be involved if there will be a casket present and/or a graveside following. Otherwise LPC will take care of the service at the church.
2. The Funeral Rule of 1984 makes it possible for you to **choose only those goods and services you want or need** and to pay only for those you select, whether you are making arrangements when a death occurs or in advance. The Rule allows you to compare prices among funeral homes, and makes it possible for you to select the funeral arrangements you want at the home you use.

*For example,* the funeral home will offer you a list of caskets to choose from, along with their prices. But you are also free to purchase a casket from a third party vendor, and the funeral home is required to allow use of that casket.

**Having the Service at the Church**

Although funeral services may be held in funeral homes, the best place for conducting a funeral service upon the death of a Christian is in the sanctuary of the church to which he or she belonged. By having the service at the church, all who attend will be reminded of our hope and assurance in Jesus Christ.

**Bottom line is this:** let the funeral home take care of handling your loved one’s remains, and then let LPC take care of handling the service.

Your Rights Under the Funeral Rule

The Funeral Rule gives you the right to:

* **Buy only the funeral arrangements you want.** You have the right to buy separate goods (such as caskets) and services (such as embalming or a memorial service). You do not have to accept a package that may include items you do not want.
* **Get price information on the telephone.** Funeral directors must give you price information on the telephone if you ask for it. You don’t have to give them your name, address, or telephone number first. Although they are not required to do so, many funeral homes mail their price lists, and some post them online.
* **Get a written, itemized price list when you visit a funeral home.** The funeral home must give you a General Price List (GPL) that is yours to keep. It lists all the items and services the home offers, and the cost of each one.
* **See a written casket price list before you see the actual caskets.** Sometimes, detailed casket price information is included on the funeral home’s GPL. More often, though, it’s provided on a separate casket price list. Get the price information before you see the caskets, so that you can ask about lower-priced products that may not be on display.
* **See a written outer burial container price list.** Outer burial containers are not required by state law anywhere in the U.S., but many cemeteries require them to prevent the grave from caving in. If the funeral home sells containers, but doesn’t list their prices on the GPL, you have the right to look at a separate container price list before you see the containers. If you don’t see the lower-priced containers listed, ask about them.
* **Receive a written statement after you decide what you want, and before you pay.** It should show exactly what you are buying and the cost of each item. The funeral home must give you a statement listing every good and service you have selected, the price of each, and the total cost immediately after you make the arrangements.
* **Get an explanation in the written statement from the funeral home that describes any legal cemetery or crematory requirement** that requires you to buy any funeral goods or services.
* **Use an “alternative container” instead of a casket for cremation.** No state or local law requires the use of a casket for cremation. A funeral home that offers cremations must tell you that alternative containers are available, and must make them available. They might be made of unfinished wood, pressed wood, fiberboard, or cardboard.
* **Provide the funeral home with a casket or urn you buy elsewhere.** The funeral provider cannot refuse to handle a casket or urn you bought online, at a local casket store, or somewhere else — or charge you a fee to do it. The funeral home cannot require you to be there when the casket or urn is delivered to them.
* **Make funeral arrangements without embalming.** No state law requires routine embalming for every death. Some states require embalming or refrigeration if the body is not buried or cremated within a certain time; some states don’t require it at all. In most cases, refrigeration is an acceptable alternative. In addition, you may choose services like direct cremation and immediate burial, which don’t require any form of preservation. Many funeral homes have a policy requiring embalming if the body is to be publicly viewed, but this is not required by law in most states. Ask if the funeral home offers private family viewing without embalming. If some form of preservation is a practical necessity, ask the funeral home if refrigeration is available.

Planning the Service

The purpose of the funeral or memorial service is to **worship God and proclaim the resurrection of the dead through Jesus Christ.** Focusing on this good news is the best way to celebrate your loved one’s life. Our greatest comfort in life and in death is that we belong, body and soul, to our faithful savior Jesus Christ. The funeral or memorial service is our way of saying that this person’s journey doesn’t end in death, but in eternal life.

There are two main service types to consider:

* **Funeral** – the service is held at the church with either a casket or urn present. Following the service there is a procession to the cemetery for the interment/inurnment of remains.
* **Memorial Service** – also called a “celebration of life,” this service takes place at the church without the remains present. A separate graveside service can be arranged at a time and place of the family’s choosing.

In both cases the main purpose remains the same: to worship God and proclaim the resurrection.

With this purpose in mind, the Session of Lemoore Presbyterian Church (LPC) has set forth the following policies for funerals and memorial services which occur at the church.

**PASTOR**

The current pastor of LPC will officiate over the service unless s/he and the Session have approved a family’s request for guest pastor to officiate or assist.

**VISITATION**

Visitation and/or viewing with the family can be arranged by the funeral home of their choice.

**A TIME OF WORSHIP**

Because the funeral or memorial service is a time of worship, every part of the service will be chosen and arranged toward that purpose. The pastor will work with the family to tailor a service that accurately reflects the life of the deceased, but ultimately the pastor will make the final determination on all parts of the service.

**STYLE OF WORSHIP & MUSIC**

Lemoore Presbyterian Church enjoys worship that is a blend of both traditional and contemporary styles. It is anticipated that most funeral/memorial services will reflect a traditional approach to worship and take place in the sanctuary, but every effort will be made to accommodate a desire for the funeral/memorial service to be contemporary in style. This option ultimately depends on the availability of volunteer musicians and sound board operators, and may require the use of recorded music. Whatever style is chosen, the order of worship will remain mostly the same.

**MUSIC AND VIDEO**

In keeping with the worshipful purpose of the service, all music should focus on God and on the good news of eternal life in Jesus Christ. The pastor of Lemoore Presbyterian Church will discuss all musical elements with the family (including hymns, solos, praise songs, recordings, etc.). **The officiating pastor shall make the final determination on all musical selections.**

**SLIDE SHOWS**

A slideshow with photos of your loved one can be played **before and/or after the service** as guests arrive or leave. It can also be played on a small TV screen during the optional reception in Fellowship Hall.

The slideshow can be prepared with or without music according to the following requirements:

* The slideshow must be prepared by a family member or friend (not church staff).
* The slideshow must be in one of two formats:
  + **A single DVD** that is ready to play;
  + **A thumb drive** with the file ready to play.
  + *Either way the file must be a movie file that is ready to play (i.e., not PowerPoint).*
* All music should fit appropriately with the purpose of the funeral service.
* **The slideshow must be delivered to the church no later than two days before the service.** This gives the LPC media technician adequate time to test the file and notify the family if there are any technological difficulties. Any other media (e.g., musical selections on CD, music for a solo, etc.) must also be delivered to the church at least two days before the service.

**CASKET/URN**

The casket/urn of the deceased may be present for the service, and shall arrive at the church at least one hour prior to the announced start time. In order that worship may focus on God, and upon the gift of resurrection, rather than upon the earthly remains of the deceased, **a casket will be closed during the service.**

**COMMITTAL**

The committal at the cemetery appropriately concludes the funeral service. The family and the worshiping community, led by the pastor, will take the casket/urn to the place of interment where the funeral will conclude with readings from scripture, prayer, and a blessing.

**CREMATION**

Cremation is an appropriate alternative for Christians. Orders of worship and committal remain the same in cases of cremation, with the exception that the committal may take place on a different date from the service in the church.

**PICTURES & PHOTOGRAPHY**

A small picture (5x7 or smaller) of the deceased may be placed alongside an urn during the service, but is not necessary. Otherwise all other pictures should be displayed in the reception area.

Non-flash photography is permitted during the service from a stationary position behind the worshipping congregation (preferably the balcony).

**FLOWERS**

If the family wishes to have flowers during the service, one or two simple floral arrangements will do. The arrangements should be placed in locations that do not block the view of the family or the congregation. **The family will make arrangements with a florist of their choice.**

**OTHER EXPRESSIONS**

In order to ensure compliance with all California laws, and in order to be good stewards of the environment, the release of balloons, birds, or other items/animals into the air, either during or before/after the service, is not allowed.

**MILITARY HONORS AND OTHER RITES**

Such honors and rites are not considered part of Christian worship, and are therefore more appropriately carried out at the funeral home or cemetery.

**RECEPTION**

The deacons of LPC are available to arrange a light reception in Fellowship Hall following the funeral service. The family may share menu preferences with the deacons, who can then recruit members of the church to prepare the refreshments.

The family is also welcome to provide the meal themselves, or to use an outside caterer. In either case it must be approved by the pastor and the Session.

**SERVICE ORDER AND FUNERAL/MEMORIAL BULLETIN**

The typical funeral/memorial order of service is listed below in the sample bulletin. If a picture is requested for the front of the bulletin, the family must provide a digital copy in an acceptable format (e.g., .jpeg).

**SCRIPTURES**

Here are some suggested scriptures that are appropriate for a funeral or memorial service. This list is not exhaustive.

**Old Testament: New Testament:**

Psalm 23 Matthew 11:28-30

Psalm 46 Mark 10:13-16

Psalm 90 2 Corinthians 4:16-18

Psalm 91 2 Corinthians 5:1-10

Psalm 100 1Thessalonians 4:13-18

Psalm 121 1 Peter 1:3-9

Psalm 130 Revelation 21:1-4; 22-25

Revelation 22:3-5

Ecclesiastes 3:1-8

Isaiah 40:28-31

Isaiah 55:1-13

**APPROPRIATE HYMNS**

Amazing Grace #107

Be Thou My Vision #468

For All the Saints #614

For the Beauty of the Earth #1

Guide Me, O Thou Great Jehovah #608

How Firm a Foundation #32

How Great Thou Art #2

I Know that My Redeemer Lives #295

It Is Well With My Soul #495

Joyful, Joyful, We Adore Thee #377

My Hope is Built on Nothing Less (On Christ the Solid Rock) #92

Now Thank We All Our God #525

Our God, Our Help in Ages Past #370

The Lord’s My Shepherd, I’ll Not Want #42

This is My Father’s World #6

We Gather Together to Ask the Lord’s Blessing #387

**Title**

*A poem or passage of scripture*

*May be used here.*

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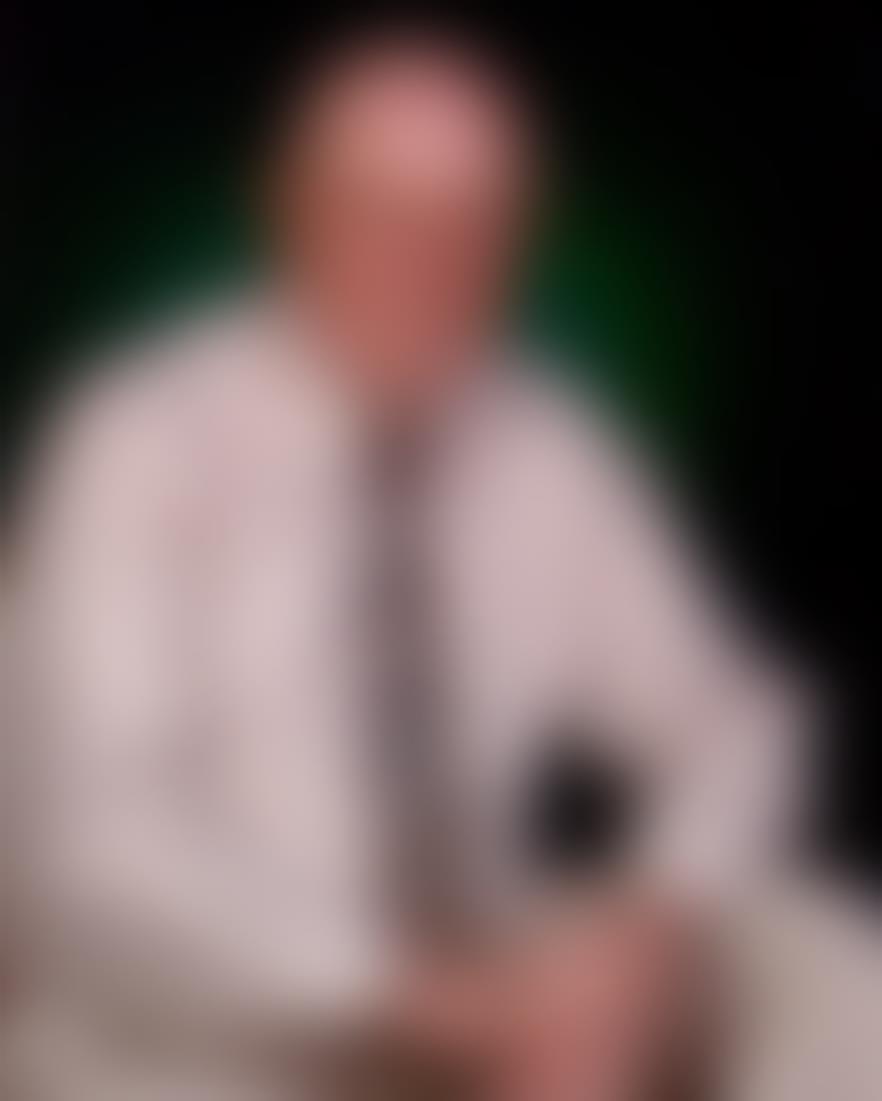
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*~reference~*

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MC900438273[1]

**In Loving Memory of**

**John A. Smith**

*“Well done, good and faithful servant! Enter into the joy of your master.”*

(Matthew 25:21)

MC900438273[1]

An excerpt from the obituary, or other biographical information, can be printed here. An excerpt from the obituary, or other biographical information, can be printed here. An excerpt from the obituary, or other biographical information, can be printed here.

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MC900438273[1]

**A Service of Witness to**

**the Resurrection**

**DATE, 1:00Pm Pastor: Rev. David Dack**

**† Gathering †**

**PRELUDE**

**SCRIPTURES** Romans 6:3-5 & John 11:25-26

**PRAYER**

**\*HYMN** “Title” #

**REMEMBERING [NAME]**

*A family member may share at this time.*

**† The Word †**

**SCRIPTURE Scripture Reference**

*“Scripture excerpt”*

**MESSAGE** Rev. David Dack

**\*HYMN/SOLO** “Title”

**\*AFFIRMATION OF FAITH** Apostle’s Creed

**† Sending †**

**PRAYER OF THANKSGIVING**

**\*HYMN** “Title” #

**DISMISSAL & BLESSING**

**POSTLUDE**

\*Please stand if you are able.

260 B Street, Lemoore 93245 † PO Box 336 † (559) 924-5658

Fees & Honorariums

As a member of Lemoore Presbyterian Church, **there is no fee to use the church facilities.** Hosting a funeral or memorial service is our ministry to you.

Sometimes family members want to give financial gifts or **honorariums** to those involved in organizing the service and reception. These honorariums should be made separately to each individual. **Typical honorariums fall into the following ranges:**

Pastor $150 – $300

Organist $75 – $150

Reception Coordinator $75 – $150

Audio Visual Technician $50 – $125

Vocalists/Musicians\* $50 – $75 per person per song

\*If the family uses vocalists or musicians that are not part of LPC, the family is responsible for arranging any payments with them.

**GIFTS & MEMORIALS**

Gifts given in memory of a loved one are appropriate and welcomed. Lemoore Presbyterian Church or a charitable organization of the donor’s choice are potential recipients of such gifts.

Eulogy Guide

Family and friends may choose to share a few words about their loved one during the funeral/memorial service or graveside service. This is a wonderful way of celebrating your loved one’s life and a healthy part of the grieving process.

Here are some guidelines you can use to prepare a good eulogy:

Be Brief

The 17th Century theologian Blaise Pascal once wrote a letter to a friend that said: “I would have written a shorter letter, but I did not have the time.”

Brevity is a sign of preparation. A good eulogy should be **five minutes or less** (or up to ten minutes if there will only be one person sharing). This means about **500 words** or less if your eulogy is written in advance (recommended).

Plan Your Ending

Even if you’re going to speak “off the cuff,” you should **memorize your ending.** Have a phrase in mind such as, “I’m so grateful to have had [name] in my life; s/he will be missed.” Without a planned ending you may reach the point where you don’t have more to say, but you aren’t sure how to end, and so the natural reaction is to just keep talking.

Talk About the Deceased, Not Yourself

When telling stories it’s easy to accidentally spend most of the time talking about yourself. Of course you will play a role in the story, but make sure you keep the attention on the deceased as much as possible and leave out unnecessary details.

Highlight Their Life and Faith

The purpose of a eulogy is not to try and cram in as much information about your loved one as possible. It can’t be done; there is always more that could be said. Instead, **the purpose** is to **focus on one story or topic that** **illustrates the kind of person s/he was.** Even better is a story or comment that **illustrates the kind of faith s/he had.**

Lemoore Presbyterian Church

**FUNERAL ARRANGEMENTS CHECKLIST**

**INFORMATION**

**Name of Deceased: Elaine Meade**

Date of Death:

Date of Birth:

Church membership: Lemoore Presbyterian Church

Place of Birth:

**Family Contact:** **Ron Meade**

**Phone: 559-816-8949**

**Email:**

Funeral Home:

**Date of Service:**

Location: **Lemoore Presbyterian Church**

Visitation / Viewing: No

Obituary published:

Memorial Gifts/ Donations:

**SERVICE PLANNING**

Type of service: Funeral ( casket urn) Memorial Service

Minister: **Rev. David Dack**

Other speakers (eulogy):

Organist (Mina Wetterberg): Yes No

Other Musicians (names & phone):

Special Music/Solo (name/phone):

Hymns:

Scripture: Pastor chooses Family chooses:

Approx. # of people expected:

Number of family attending:

Ushers:

Pall Bearers:

A/V Technician:

Flowers:

Guestbook:

**GRAVESIDE PLANNING**

Location:

Date & Time:

Military honors: Yes No

Other rites: Yes No

Special music/soloist: Yes (name: ) No

**RECEPTION PLANNING**

Reception: Yes No

Reception Coordinator: **Mary Kay Jones**

Food options: LPC Deacons Catered Other family arrangement:

Location: **Fellowship Hall at LPC**

Use of Kitchen: Yes No

Expected # of guests:

A/V Setup: No Yes (details: )

Other setup required:

**FEES & HONORARIUMS**

**SERVICE PRICE YOUR COST PAYABLE TO:**

**Refundable Security Deposit $100 $100** Lemoore Pres. Church

**Use of Sanctuary N/A**

Use of Fellowship Hall N/A

Use of Kitchen N/A

**Pastor Honorarium: $** Rev. David Dack

Organist Honorarium: **$** Mina Wetterberg

Reception Coordinator Honorarium: **$**

Audio/Visual Technician Honorarium: **$**

Vocalists & Other Musicians Honorarium: **$**

**TOTAL $**