

Planning a Funeral or Memorial



**Faith Lutheran Church
St. Charles, MN**

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OUR BELIEF AND HOPE

We believe that in Jesus Christ, God has defeated the power of death. In Jesus' Resurrection from the dead, he has opened to us the promise of abundant life here and in the world to come. It is in this belief that we place our hope.

Though we hope, we still grieve. When those that we love die, Our grief and pain are real. Essential to the joy of Christian community is that we do not grieve or suffer alone, and that our grief points us to the life that is everlasting.

Planning a funeral or memorial is full of emotions and questions. Faith Lutheran would be honored to walk with you in this time to make arrangements that are appropriate to our faith tradition and amicable to you and your loved ones. Walking with you means that when you have pain and sorrow, we will pray with you and be a part of God's presence. When you have questions and doubts, there is no judgment. Your emotions and questions are part of the journey of grief and healing.

Preplanning is not necessary to have a funeral or memorial at Faith Lutheran; yet pre-planning can be a blessing that you pass on to your loved ones. In pre-planning you have a say in how you would like to be remembered and what things do or don't happen in the midst of this celebration of God and the blessing of your life.

ADVANCE DIRECTIVE AND HEALTHCARE POWER OF ATTORNEY

Talking about and documenting your thoughts and desires regarding end-of-life is one of the most beautiful gifts you can give your family. Regardless of your age, consult with your healthcare provider and attorney today regarding these important legal documents.

PASTORAL CARE

Many hospitals and care facilities provide chaplains and other resources for grieving around illness and time of death. Pastoral care from Faith's pastor is also appropriate in addition to the care received from a chaplain. Due to HIPAA laws, hospital chaplains are prohibited from sharing information about patients, including with a home church pastor, so please do not assume that someone has contacted your home church.

Please contact the pastor by calling the church, or by directly calling the pastor after hours or over the weekend. That contact information is at the end of this document or on the church website.

A pastor is not required while meeting with the funeral home, but can be a helpful addition. Please feel free to invite the pastor to that meeting if you so choose.

GRIEF RESOURCES

After death there are a variety of emotions ranging from anger, to shock, to deep sadness. All these emotions are normal. The grief process is not one that can be moved through in a day. Please know that your church family is with you as you journey through grief during the days, months, and years to come. We also encourage you to take advantage of grief care ministries offered by your medical facility.

TYPES OF SERVICES

It is considered a **funeral service** when remains are present in an open or closed casket or as ashes in an urn.

A **memorial service** is conducted when no remains are present. You may choose this type of service when remains are unavailable, the service is celebrated a significant time after death, or for any other reason.

The **graveside committal** is a brief service with readings and prayers committing a body in a casket or urn to the ground. Committal generally follows the funeral service. When the committal involves a casket, it is called an "internment". When it involves ashes, it is termed an "inurnment." Military honors are most appropriate at the graveside following the rite of committal.

A **visitation** is not a worship service. It is a time when family members receive condolences and well wishes from friends and loved ones. When desired, the body is present for viewing. In conjunction with the funeral home, Faith Lutheran is available to host visitations the day prior or immediately prior to the service.

The funeral home will help you decide regarding open or closed casket options. Faith allows the casket or cremains to be placed in front of the altar, in the narthex, or in the fellowship hall for visitation depending on the wishes of the family.

Where and When Can A Funeral Be Held?

Funerals are held at the convenience of the family, normally within a few days following the death. Funerals and memorial services are not typically celebrated on Sundays or Holy Days such as Christmas Eve, Christmas, Good Friday, Easter Saturday, etc.

Pastor will conduct services at Faith Lutheran, funeral homes, and other designated and agreed upon locations.

THE FUNERAL SERVICE

Officiant

The pastor of Faith Lutheran is responsible for all services that take place in connection with this congregation. Normally, this means that the current pastor will serve as the presider at your or your loved one's funeral. Should Faith's current pastor not be available, the church will arrange for another pastor from the ELCA or a full communion partner, including the United Church of Christ, Presbyterian Church (USA), Episcopal Church, Reformed Church in America, Moravian Church, or another ecumenical partner approved by the ELCA.

If you wish to have a different pastor officiate or assist at a funeral, you must first submit a request and receive approval from the Church Council of Faith Lutheran Church, which takes time. Outside pastors must agree to abide by the policies of Faith governing funerals and be a pastor from a full communion partner. Out of courtesy, an order of service is to be submitted to the pastor of Faith two days prior to the funeral.

Worship

The order of worship will follow the order from the Evangelical Lutheran Worship (the worship resource of the ELCA). The pastor will work with the family and others to craft a service that honors the life of the deceased and witnesses to the hope of the resurrection. Certain elements must be retained, as a funeral or memorial is a public act of Christian worship. This includes the reading of Scripture, prayers, and may exclude non-Christian readings or other elements. Inclusion of alternative elements is at the pastor's discretion.

Sampling of Scripture Readings for Funerals/Memorials (not all inclusive)

Old Testament

Genesis 3:19	For dust you are and to dust you shall return
Ecclesiastes 3:1-8	For everything there is a season...a time to be born and a time to die
Job 19:23-27a	My Redeemer lives
Isaiah 25:6-9	He will swallow up death forever
Isaiah 43:1-3a, 5-7	Fear not, I have redeemed you...you are mine... I will be with you
Isaiah 55	For my thoughts are not your thoughts... you will go out in joy
Jeremiah 31:8-13	I will turn their mourning into gladness
Lamentations 3:22-24	Great is your faithfulness

Psalms

Psalm 4:8	I will lie down and sleep in peace
Psalm 23	The Lord is my shepherd, I shall not want
Psalm 27	The Lord is my light and salvation, whom shall I fear?
Psalm 46:1-10	God is our refuge and strength, an ever present help
Psalm 55:22	Cast your care upon the Lord
Psalm 90:1-12	Lord, you have been our dwelling place through all generations
Psalm 103:5-16	The Lord is compassionate..., slow to anger, abounding in love
Psalm 116:15	Precious in the sight of the Lord is the death of his saints
Psalm 118	Give thanks to the Lord for he is good; his love endures
Psalm 121	I lift my eyes to the hills...My help comes from the Lord
Psalm 130	Out of depths I cry to you...hear my voice

Gospels

Matthew 5	The Beatitudes
Matthew 11:28-30	Come to me, all weary and burdened and I will give you rest
Matthew 18:2-3	Whoever humbles himself like a child is the greatest in heaven
Matthew 22:31-21	He is not the God of the dead but of the living
Matthew 25:34-41	Kingdom prepared...when I was hungry
John 1: 1-5, 9-14	In Him was life...became child of God
John 3:16	For God so loved the world
John 5:24	Passed out of death to life
John 10:27-28	My sheep hear my voice
John 11:21-27	I am the resurrection
John 14:1-6	Let not your heart be troubled
John 16:22	No one takes joy from you

New Testament

Romans 8:31-35, 37-39	If God is with us...who can be against us
Romans 11:33-34	For who has known the mind of God
Hebrews 12:1-12	A great cloud of witnesses
Romans 14:8	We are the Lord's
I Corinthians 2:9	God has prepared a place for those who love him
I Corinthians 15:12-26	Death, where is your victory?
2 Corinthians 1:1-4	God of compassion and comfort
2 Corinthians 5:16-21	If anyone is in Christ, he is a new creature
Ephesians 2:8	For it is by grace you have been saved, through faith... as a gift of God

Philippians 3:20-21	Citizenship in heaven
I Thessalonians 4:13	Do not grieve as those who have no hope
I Timothy 1:15	Jesus came to save sinners
2 Timothy 1:10	Brought life and immortality
2 Timothy 4:7-8	Fought the good fight
I Peter 1:3-9	Imperishable inheritance
I Peter 1:24-25	Word of the Lord abides forever
Revelation 7:9-17	Behold, a great multitude
Revelation 21:1-6	A new heaven and new earth

Music and Musicians

The regular church organist, pianist, and soloist at Faith Lutheran are often available to play or sing at a funeral or memorial service where music is desired. Please tell the Funeral Director or Pastor as soon as a decision regarding music is made so that a musician can be secured. You may also choose to have someone from outside the congregation.

There is a fee for the services of musicians which takes into account rehearsal time and the funeral itself. If a funeral home is used, the musician's fee is typically a line item on the funeral home's summary of services. Fees for a church service will be listed at the end of this document.

Partial List of Congregational Hymn Favorites

Below is a sampling of hymns. Your choice is not limited to this list. The hymn numbers apply to the cranberry red Evangelical Lutheran Worship book.

- Abide with Me (629)
- Amazing Grace, How Sweet the Sound (779)
- A Mighty Fortress is Our God (503)
- Beautiful Savior (838)
- Beneath the Cross of Jesus (338)
- Blessed Assurance (638)
- Children of the Heavenly Father (781)
- For All the Saints (422)
- How Great Thou Art (856)
- I Know that My Redeemer Lives! (619)
- I Love to Tell the Story (661)
- I Want to Walk as a Child of the Light (851)
- Immortal Invisible God Only Wise (834)
- In the Cross of Christ I Glory (324)
- Just As I Am, Without One Pleas (592)

- Let All Things Now Living (881)
- Lift High the Cross (660)
- Lord of All Hopefulness (765)
- Lord, Take My Hand and Lead me (767)
- My Faith Looks Up to Thee (759)
- My Hope is Built on Nothing Less (597)
- Neither Life, Nor Death (622)
- O Blessed Spring (447)
- O God Our Help in Ages Past (632)
- O Christ the Same (760)
- O Master, Let Me Walk with You (818)
- On Eagle's Wings (787)
- Precious Lord, Take My Hand (774)
- Rock of Ages, Cleft for Me (623)
- Savior, Like a Shepherd Lead Us (502)
- Shall We Gather at the River (423)
- Shepherd Me, O God (780)
- The King of Love My Shepherd Is (502)
- This Is My Father's World (824)
- Thy Holy Wings (613)
- What a Friend We Have in Jesus (742)
- You Are Mine (581)

Printed Bulletins

Faith will prepare your funeral bulletin. The pastor will consult with you on the preparation of the worship service, what is included in the bulletin, and what cover you would like. The service can also be projected on the screen at the front of the church if desired.

Pall

A pall is available for use at funerals at Faith Lutheran and is/may be used to cover the casket. This white cloth recalls the white robe that is the garment of the baptized and serves as a reminder that, through baptism, we have "put on Christ" (Galatians 3:27). It is also a reminder that we are all equal in God's sight. Flower sprays may be placed on the pall. National flags are not typically displayed on the casket during worship.

Paschal Candle

The Paschal Candle (used at Easter, baptisms, and funerals) reminds us of the sacrifice Jesus made on our behalf. The candle is a symbol of Christ, who is the light of the world.

Social and Fraternal Societies and Military Honors

The worship service is meant to give glory to God and comfort to the bereaved. The worship service is not an occasion to support, augment, or complement non-church organizations and rituals. Representatives of organizations are welcome at the worship service and may sit together in uniform. Appropriate symbols and regalia may be present at the funeral if approved by the pastor. An American flag may be used for military honors without pastoral approval. Any ritual or rite, apart from the proclamation of the Word and the administration of the sacraments is inappropriate within the liturgies of the church. The family may observe social, fraternal, and military rites as they deem appropriate, after the committal at the cemetery has been concluded.

Recording the Service

Faith Lutheran has the ability to livestream as well as record and post to Facebook contingent on the availability of AV personnel. You must indicate you desire this recording when speaking with the pastor regarding the service. Faith will make every effort to accommodate your request. Faith is not responsible for technical difficulties and failure.

Flowers

Flowers can be an important image and symbol of the promise of resurrection. Flowers are typically ordered by the funeral home or can be ordered by the family. Flowers left after the service may be used at subsequent church services if you choose to donate their use. Décor, other than flowers, is typically more appropriate for a viewing than the service.

Gifts and Memorials

In response to the goodness of God and in gratitude for the life of the deceased, you may choose to ask for financial contributions/memorials to be made in honor of the deceased. This often happens in lieu of flowers. If the service occurs at the church, you will be notified of any financial memorials made in your loved one's honor.

Memorial Table and Projected Remembrances

A memorial table and projected remembrances are appropriate during visitation. The funeral home can often provide boards on which to display memories and photographs. Faith Lutheran is able to project pictures and/or videos during the visitation time with advance notice.

DAY OF THE FUNERAL OR MEMORIAL SERVICE

Lounge

The church lounge and/or fellowship hall is available for use by families prior to the service. Families may bring in food and hot or cold non-alcoholic beverages.

Visitation Prior to the Service

Visitation is often held 1-2 hours prior to the service. This allows family additional time with those that would like to share their condolences.

Procession into the Church

- Pallbearers are typically seated prior to the beginning of the service.
- Approximately five minutes prior to the time the funeral is to begin, family members planning to process are asked to have their final time at the casket, then congregate in the fellowship hall. The casket is closed by the funeral home staff and moved into position at the entry to the sanctuary; the casket is not opened again.
- If cremation has occurred, the urn typically either remains at the front of the church or is moved there by the funeral home staff.
- The pastor has a few words with the family and offers a prayer prior to the procession.
- The casket leads the procession, followed by the pastor and family.
- The congregation rises.

Following the Service

Depending on the order agreed upon, the funeral home and family will lead a procession to the place of burial. If the family wishes to eat first, they proceed to the fellowship hall and begin eating immediately.

CHURCH POLICIES AND BUILDING USE

The church building is available for the funeral of both members and non-members. The pastor of Faith Lutheran will officiate for both members and non-members.

Luncheon

The fellowship hall is available for a catered luncheon but members of Faith Lutheran's Fellowship Committee must be on hand to supervise the use of the kitchen. The pastor can put you in contact with the appropriate people. See the fee schedule for associated costs. Contingent on personnel availability, Faith may be able to prepare and/or serve the food.

Custodial Services

Faith employs a regular custodian to clean and maintain the building and grounds. These basic services are covered in the custodian fee.

Alcohol

No alcoholic beverages are permitted in the church building for any reason other than the use of wine in Holy Communion. No exceptions will be made.

Smoking

Smoking is not permitted in the church building or on the church grounds. Photography, Videography, and Live Streams: Photographs and videos may be taken during the service if prior arrangements are made with the pastor.

Nursery

Under normal conditions supervised child care is not available, however arrangements can be made in advance with the pastor should this be required.

Parking

Parking assistance is generally provided by the funeral home. The church does not typically assist in traffic control.

Fees

Sanctuary Use:	No fee for members \$200 for non-members plus \$75 custodial fee
Fellowship Hall Use	\$75.00 custodial fee for members \$200 for non-members plus \$75 custodial fee
Pianist/Organist	\$100
Additional Musicians (soloists, etc)	Arranged with musician
Bench Fee (for outside organist/pianist)	\$50
Pastor	\$150
Custodian	\$15/hr if additional clean-up is required
Church Luncheon	\$100 plus cost of food

CONTACT INFORMATION FOR FAITH LUTHERAN CHURCH

Pastor Shawn Brooks
pastor.flcsc@gmail.com
507.932.3344

Church
648 East 5th Street
faithsc1234@gmail.com
507.932.3344
www.faithlutheransc.org

FUNERAL HOMES AND DIRECTORS

Funeral directors and homes are professional services outside of Faith Lutheran. These professional services may include coordination with the cemetery, casket/vault or urn selection, transference of deceased, registrations, media death notifications and obituary, contacting musicians and pallbearersChurch, registry book, memory folder, thank you cards, copies of death certificates, payment of honorariums to the musicians, clergy, and for a luncheon, ordering and arranging flowers, securing a hearse and driver, organizing care processions/caravans and monument purchases and engraving.

We recommend a funeral home and funeral director be used for your pre-planning as well as at the time of death. Funeral homes are not required, yet you are encouraged to consider the services of the funeral home and their directors, as our congregation does not have the staff to cover many of the needed services they provide. If there is a visitation on a day other than the funeral or memorial service, the family is responsible for finding volunteers to host and usher if no funeral home is used. The family is also responsible for the safety and security of all donations and memorials when a funeral home is not used.

FUNERAL PLANNING WORKSHEET

Below is a list of things to include in your funeral planning document. A document with additional space is available from the pastor or on Faith's website under Forms. It is important to let your family and church know where this worksheet is located so it can be readily accessed at the time of death. If it is completed and submitted via Faith's form online it will automatically become part of the church records and can be updated and/or changed at any time.

Full Name

Birth date and location

Baptismal date and location

Confirmation date and location

Marriage date and location

Spouse's name and contact information if still married.

Children's names and contact information.

Grandchildren. Great grandchildren

Church membership location and contact information

What would you like your funeral service to confess?

Old Testament, Psalm, Gospel readings special to you and why

Preferred musicians

Hymns that confess your faith

Do you have a will? Where is it located?

Preferred funeral home, address and phone
Special requests related to casket/urn, flowers, attire, jewelry
Cemetery plot and tombstone
Church name, address, phone with clergy contact information
Pallbearers with contact information
Church arrangements: flowers, flag, viewing
Do you have an obituary written? If so, where is the location?
Preceded in death by (list names and relation)

CHECKLIST OF THINGS TO CONSIDER (not all inclusive)

At Time of Death

Contact church/pastor and funeral home

Contact Information

Planning

- Determine type of service. Will communion be offered?
- Visitation and funeral/memorial date and time
- Contact pallbearers, musicians, caterer, Legion for military honors
- Consider family processional into church and invite participants
- If a meal is to be served at the church
 - Menu?
 - Coordinate catering and serving
 - Determine if meal will be immediately after the service or after interment

Day of the Service

- Memory boards/pictures

After the Service

- Collect all items from the sanctuary including flowers, memorials, and/or other personal items. Make sure to talk with the Pastor or Funeral Director to get further instructions.
- Write thank you notes to those who contributed money to a memorial.
 - Coordinate with church secretaries regarding contributions and designated monetary gifts sent to the church