

**FUNERAL & MEMORIAL SERVICES:  
A SERVICE OF WITNESS TO THE RESURRECTION**

The Service of Witness to the Resurrection begins with scriptural sentences. It is appropriate for worshippers to sing hymns, psalms or spiritual songs which affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of saints. Scripture shall be read; a sermon or other exposition of the Word may be proclaimed; an affirmation of faith may be made by the people. Aspects of the life of the one who has died may be recalled. Prayers shall be offered, giving thanks to God. The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction. *(Please refer to First Presbyterian Church's Policies & Procedures Manual for complete policy.)*

**A CHECKLIST FOR FAMILIES**

The purpose of this checklist is to assist the bereaved in the decisions that are necessary at the death of a loved one.

**CONTACT THE PASTORAL STAFF**

**Church Office: 383-1815** (For after office hours emergencies, call the church office for information on how to reach the on-call pastor.)

*Upon the death of one of a loved one, a pastor of the church should be notified as soon as possible. Our pastors also desire to know of those who need comfort and counsel as they face death. By being involved early in situations of death or impending death, the pastor can help with the necessary decisions regarding service arrangements, as well as caring for the spiritual needs of those involved.*

**SELECT AND CONTACT A FUNERAL DIRECTOR**

**Funeral Home:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DESIRED SERVICE OF WORSHIP**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Type of Service:**     Funeral  
                                   Memorial  
                                   Graveside

**Location:**             Sanctuary  
                                   Stanford Chapel (approximately 100 person capacity)  
                                   Other: \_\_\_\_\_

*All services conducted by pastors of the church are services of worship for the community of faith, and each is a Service of Witness to the Resurrection of Jesus Christ. The Funeral Service is a service where the body is present in either a casket or urn, and is concluded with a Service of Committal at the burial site. The Memorial Service is a service where the body is not present, and interment of the remains in a Service of Committal has either preceded the service or will take place at a later time. The Graveside Service is a service that takes place at the burial site, with the Service of Committal being part of the service.*

The church's Sanctuary and Chapel are appropriate places for a Memorial or Funeral Service. Here on the church property is where we worship every Sunday, where we baptize our children, celebrate marriage, gather at the Lord's Table, remember the love and grace of God. In this place we have tangible reminders of the "great cloud of witnesses" that surround us and the community of faith that supports us with compassion and love.

**VISITATION DESIRED**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:**  Cheek House  
 Courtenay Hall  
 Other: \_\_\_\_\_

The Cheek House and Courtenay Hall provide a warm and familiar place for visitation with family and friends. For services in the Chapel, it is recommended that visitation be held in the Cheek House. For services in the Sanctuary, it is recommended that visitation be held in Courtenay Hall.

A member of the church's Bereavement Committee will be present during the visitation to assist the family and guide visiting guests. If not provided by the funeral home, the committee provides guests books for guests to sign.

The family may wish to bring pictures of the loved one for display on tables during the visitation.

**BURIAL/CREMATION PREFERENCES**

**Burial**

Cemetery Name: \_\_\_\_\_

Interment Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Cremation**

Columbarium Location: \_\_\_\_\_

Interment Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Body Donated to Medical Science**

**Will there be any military or fraternal rites at the graveside?**  Yes  No

The church's columbarium provides a comforting and protected resting place for people who have invested their lives in the ministry of this church. The niches are reserved for past and present church members and their immediate family. If use of the church columbarium is desired, please let the pastor know or you may contact Cindy Bozman at the church (298-9507) regarding columbarium details.

**INFORMATION FOR WORSHIP BULLETIN**

**Full Name of Deceased:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Date of Death:** \_\_\_\_\_

**Pastor(s) Requested to Officiate:** \_\_\_\_\_

**Scriptures Requested**

**Old Testament:** \_\_\_\_\_

**New Testament:** \_\_\_\_\_

**Hymns Requested:** \_\_\_\_\_

**Special Vocalists/Musicians:** \_\_\_\_\_

**Special Requests:** \_\_\_\_\_

**Will anyone else participate in the service?**     Yes     No

Name: \_\_\_\_\_ Part: \_\_\_\_\_

Name: \_\_\_\_\_ Part: \_\_\_\_\_

*The purpose of services of worship are to glorify God, to affirm our belief in the resurrection to life everlasting and to comfort the bereaved. Although gratitude and honor are to be expressed to God for the life and witness of the deceased, the focus of worship is upon God; therefore, prolonged and undue attention upon the deceased is discouraged.*

*The Scriptures are a rich source to which Christians have turned for comfort and assurance in times of grief. The pastor will guide the selection of appropriate scripture passages, and would welcome suggestions of those with particular meaning for the family of the deceased.*

*Hymns should be chosen which affirm the goodness and grace of God, and which give comfort and support to those who grieve. The pastor will guide the selection of appropriate hymns. The church's organist will provide suitable sacred music. If additional instrumentalists or vocalists are desired, it is the responsibility of the family to contact the musicians and cover their compensation. The pastor or church Worship Dept. can provide names and contact information for additional musicians.*

*To allow the family time to mourn and grieve, it is recommended that only the pastors speak during the service. However, if you do wish to have someone offer personal reflections, it is recommended that only one person speak.*

#### CASKET

**Will a casket be present at the service?**     Yes     No

**Pallbearers, if used:** \_\_\_\_\_

#### NUMBER OF PEWS RESERVED DURING THE SERVICE

**For Family (left-side):** \_\_\_\_\_      **For Pallbearers (right-side):** \_\_\_\_\_

#### THE PALL

Cloth Pall

American Flag

*The church provides a white pall for every Funeral Service. A pall is a large cloth which covers the casket during the service. It represents the covering of the Christian by the righteousness of Christ, and alludes to the baptismal waters of death and new life in Jesus. Where appropriate, the American flag may be used in lieu of the pall. If the family chooses to use a flower pall, it will be removed when the casket enters the church. The church pall (or flag) will then cover the casket during the service. Following the benediction, as the casket is taken from the church, the flower pall may again be placed on the casket.*

#### FOR SANCTUARY SERVICES

Will the family enter the sanctuary by processing down the center aisle or enter from the door to the left of the pulpit?     Center Aisle     Door to the Left of the Pulpit

Will the family leave the sanctuary by recessing down the center aisle or leave by the door to the left of the pulpit?     Center Aisle     Door to the Left of the Pulpit

#### FLOWERS AT THE SERVICE

**Will the family provide flowers to be placed on the chancel table?**     Yes     No

*The family may wish to provide flowers for the chancel table in the Sanctuary or Chapel. In keeping with the simplicity and understanding of the Christian faith to avoid ostentation, flowers are limited to one arrangement on the chancel table. This will encourage worshippers to focus their attention on the promises of Scripture and the grace of God.*

**WISHES REGARDING MEMORIAL CONTRIBUTIONS**

**In lieu of flowers, memorial contributions may be made to:**

First Presbyterian Church

Specific Charities: \_\_\_\_\_  
\_\_\_\_\_

**COSTS AND FEES**

There are no charges or fees for use of the church's facilities or for the services of the pastors. Costs to the family will be for flowers the family provides at the service and for musicians or vocalists the family may request. Any honorarium the family may wish to give musicians or vocalists who are employees of the church should be made by check to the First Presbyterian Church. Musicians or vocalists who are not employees of the church, should be contacted directly regarding fees.