


*Funeral & Memorial Service
Planning Resource*



*F*UMCR clergy have the sacred privilege of journeying with families to design an appropriate celebration and remembrance for their deceased loved one. In these experiences we have seen how important and significant it is for families to communicate with their loved one prior to death about desires for a funeral or memorial service. This makes planning easier, and it helps focus efforts for how their loved one wants things to be.

We have prepared this resource to be used when a loved one is facing death, as well as to assist in making plans regarding desires for your own service. In this Funeral and Memorial Service Planning Resource, we have included the essentials and given you the information needed to make plans. If there are questions or issues that come up, which we have not included, please feel free to call upon us to assist you. We will be glad to help.

No one wants to think that they will die. It is a subject that we would rather not talk about, yet we all know that none of us will escape death. This is why families are so appreciative when a loved one has taken the time to make plans for their funeral or memorial service. Families realize what an act of love those plans represent. In putting together this resource for funeral and memorial planning we are encouraging you to perform an act of love for your family. It will not be easy, but true love never is.

Love always calls for the best from us.

Grace and Peace,

Caring Ministry

First United Methodist Church Richardson



A PLACE TO BEGIN

Prior to Death

Our ministers consider it a sacred privilege to visit and pray with you during this difficult time. If time and circumstances allow, please call the church office (972.235.8385) to notify us of your situation. One of our ministers will make every effort to come and pray with you and your family.

In the event that you call after office hours, your information will be directed to the “minister on call” by our answering service. A minister will be in touch with you as soon as possible.

When Death Occurs

When your loved one dies, please call the church office. If possible, one of our ministers will come and be with you. If this occurs after office hours, your call will be directed to the minister on call by the answering service. The minister will call you back as soon as possible.

Setting the Date and Time for your Service

Our ministers are honored to help you plan a meaningful service to celebrate the life of your loved one. One of our pastors will coordinate the service; please visit with him or her **prior to scheduling the service**, even if the service will be held at a funeral home or graveside. If there is a particular clergy person you would like to share in the service, please make these wishes known.

There are three areas where services may be held at the church:

Chapel (seats up to 100)

Sanctuary (accommodates a service for 25 - 1,300)

Worship & Arts Center (seats up to 425)

Due to the on-going worship service schedule of the church, funerals and memorial services* will not be held on Sundays. In addition, the church typically does not perform services during specific holiday weekends, church events or on Saturdays. The minister will review the availability of our facilities, support team, and his or her calendar in order to set the service at a time that is convenient for all.

**Memorial Service: Casket is not present. Funeral Service: Casket is present.*

Planning the Service with Our Pastors

The minister leading the service will want to meet with the family members at the church or at your home to coordinate the service. This is a time to share stories and favorite memories of your loved one. Family members will find this to be a helpful time as well as a source of comfort.

Your loved one may have left instructions about the service. Please share these instructions with the pastor at this time; we will make every effort to ensure their wishes are met. In this resource, you will find a list of hymns and scripture suggestions. This will be helpful to you prior to meeting with the minister.

Your family may choose to have a representative give words of remembrance. While this may be a difficult task, often family participation can serve as part of the healing process.

Music & Media

When a loved one dies, people often find themselves at a loss for words. Music can unveil a dimension of meaning and feeling that words alone cannot. It is natural that the church involves music during the service designed to remember and celebrate the life of your loved one. The Chapel and Sanctuary have an organ and grand piano. An acoustic upright piano or electronic keyboard are available in the Worship & Arts Center. A musician for the organ or piano will be available for the service.

All music selections should give glory to God and witness to our hope in Jesus Christ. Music and video for the funeral must reflect this understanding of ultimate hope. Hymns can also be used as solos. Any video or multi-media presentation should be limited to four minutes or less and must be received, previewed, and approved by the officiating pastor twenty-four hours before the service.

Expenses

There is a fee for Funeral/Memorial services held at First United Methodist Church Richardson. The clergy planning the service with you will provide a card with those charges and an explanation of how they can be paid. The fee covers building usage, bulletins and an organist. If a soloist is desired there is a separate charge.

An honorarium for the clergy is left to the discretion of the family.

Flowers & Memorial Gifts

The family may wish to provide flowers for the altar. Delivery should be at least 90 minutes prior to the service. In lieu of flowers, families may wish to offer donations to the church in memory of their loved one. Please mention this to the pastor prior to the service.

Columbarium

If you choose cremation, FUMCR offers a beautiful resting place for the interment of ashes. The Columbarium is located in a garden area north of the sanctuary. The site is a place of dignity and beauty where family and friends can visit and meditate at any time. The Columbarium can be used by church members (past or present) and members of the immediate families. For specific information, please contact the Caring Ministry Associate (972.996.0146).

Care for Grieving Families on the Day of Service

FUMCR wishes to be of assistance to our members during this time. We offer a reception following the service to include cookies and cold and hot beverages. Servers are provided by the Caring Ministry. The family may provide additional trays of food, if prior arrangements are made.



PLANNING MATERIALS

Hymns

Opening Hymns

110 - A Mighty Fortress is Our God
302 - Christ the Lord Is Risen Today
189 - Fairest Lord Jesus
711 - For All the Saints
577 - God of Grace and God of Glory
140 - Great Is Thy Faithfulness
529 - How Firm a Foundation
77 - How Great Thou Art
89 - Joyful, Joyful, We Adore Thee
384 - Love Divine, All Loves Excelling
368 - My Hope Is Built on Nothing Less
139 - Praise to the Lord, the Almighty

Closing Hymns

127 - Guide Me, O Thou Great Jehovah
580 - Lead On, O King Eternal
159 - Lift High the Cross
117 - O God, Our Help in Ages Past

Hymns of Hope and Comfort

700 - Abide with Me
378 - Amazing Grace, How Sweet the Sound
534 - Be Still, My Soul
297 - Beneath the Cross of Jesus
369 - Blessed Assurance
557 - Blest Be the Tie That Binds
141 - Children of the Heavenly Father
707 - Hymn of Promise
156 - I Love to Tell the Story
314 - In the Garden
377 - It Is Well with My Soul
301 - Jesus, Keep Me Near the Cross
191 - Jesus Loves Me
452 - My Faith Looks Up to Thee
143 - On Eagle's Wings
474 - Precious Lord, Take My Hand
361 - Rock of Ages, Cleft for Me
381 - Savior, Like a Shepherd Lead Us
723 - Shall We Gather At the River
706 - Soon and Very Soon
328 - Surely the Presence of the Lord
526 - What a Friend We Have In Jesus

Scripture

Old Testament

Job 19:23-27
Isaiah 25:6-9
Isaiah 26:1-4, 19
Isaiah 40:1-11, 28-31
Isaiah 40:28-31
Isaiah 43:1-3a, 18-19, 25
Isaiah 44:6-8
Isaiah 55:1-3, 6-13
Isaiah 61:1-4
Isaiah 65:17-25
Lamentations 3:19-25, 31b-32
Joel 2 (selected verses)
Psalms 16:5-11
Psalms 23
Psalms 27:1, 4-9a, 13-14
Psalms 39:4-5, 12
Psalms 42:1-6a

I know that my redeemer lives
God will swallow up death forever
God will keep them in peace
Comfort my people
Those who wait for the Lord shall renew
When you pass through the waters
I am the first and the last
Come, everyone who thirsts
The spirit of the Lord is upon me
I create new heavens and a new earth
The Lord's steadfast love
Return to the Lord with all your heart
The Lord is my chosen portion
The Lord is my shepherd
The Lord is my light and my salvation
Lord, let me know my end
As a deer longs for flowing streams

Psalms 43
Psalms 46:1-5, 10-11
Psalms 90:1-10, 12
Psalms 91
Psalms 103
Psalms 106:1-5
Psalms 116:1-9, 15
Psalms 118
Psalms 121
Psalms 130
Psalms 139:12
Psalms 145
Psalms 146

Give judgment for me, O God
A very present help in trouble
Teach us to number our days
The one who dwells in the shelter
Bless the Lord, O my soul
O give thanks to the Lord
The Lord has heard my voice
Open the gates of righteousness
I lift up my eyes to the hills
Out of the depths I cry to the Lord
Where shall I go from your spirit
I will extol you, O God my King
Hallelujah! Praise the Lord, O my soul

New Testament

Matthew 5:1-12a
Matthew 11:15-30
Matthew 25:1-13
Matthew 25:31-46
Luke 7:11-17
Luke 18:15-17
Luke 23:33, 39-43
John 3:16-21
John 5:24-29
John 6:37-40
John 6:47-58
John 11:17-27
John 11:38-44
John 14:1-6, 25-27
Romans 5:1-11
Romans 6:3-9
Romans 8:14-23, 31-39
Romans 14:7-9, 10b-12
1 Corinthians 15 (sel.)
2 Corinthians 4:16-5:1
2 Corinthians 5:1-10
Ephesians 1:11-2:1, 4-11
Philippians 3:7-11
Philippians 3:20-21
Colossians 3:1-17
1 Thessalonians 4:13
2 Timothy 2:8-13
Hebrews 2:14-18
Hebrews 11-12 (sel.)
1 Peter 1:3-9
1 Peter 3:18-22; 4:6
1 John 3:1-3
Revelation 7:2-3, 9-17
Revelation 14:1-3, 6-7, 12-13
Revelation 21:1-4, 22-25

The Beatitudes
Hidden from the wise, revealed in infants
Wise and foolish bridesmaids
The Last Judgment
Jesus raises the son of the widow of Nain
We enter the kingdom only as children
Today you will be with me in Paradise
God so loved the world
Whoever hears and believes has eternal life
Anyone who comes to me I will never drive away
Whoever believes in me has eternal life
I am the resurrection and the life
Lazarus raised from the dead
Let not your hearts be troubled
Hope does not disappoint
Baptized into Christ's death, raised to live
Nothing can separate from the love of God
Whether we live or die, we are the Lord's
Christ raised from the dead
Visible things are temporary, invisible things
From God we have a house not made with
Saved by grace through faith
Knowing him and the power of his resurrection
Our citizenship is in heaven
Set your minds on the things that are above
The comfort of Christ's coming
If we died with him, we shall also live with him
Christ was tested in every way
Faith, the pilgrimage, the cloud of witnesses
Without seeing Christ, you love him
Christ's ministry to the spirits in prison
We are children of God
These are they who have come out of the
Rest for the saints
A new heaven and a new earth

A purple-tinted background image showing a hand holding a pencil over a piece of paper. The image is slightly blurred, creating a soft, artistic effect. The word "RESOURCES" is centered in a white rectangular box.

RESOURCES

Funeral Home List

(This list is for information and not a endorsement by FUMCR)

Allen Family Funeral Options

2120 W. Spring Creek Parkway
Plano, TX 75023
972.596.8200

Allen Funeral Home

508 E. Masters
Wylie, TX 75098
972.442.2234

Aria Cremation & Funeral Services

19310 Preston Road
Dallas, TX 75252
214.306.6700

Charles W. Smith & Son Funeral Home

2925 5th Street
Sachse, TX 75048
972.414.5050

Dalton & Son Funeral Home

1550 N. Stemmons
Lewisville, TX 75067
972.436.6511

DFW National Cemetery

Department of Veteran Affairs

2000 Mountain Creek Pkwy
Dallas, TX 75211
214.467.3374

Eastgate Funeral Home & Cremation Services

1910 Eastgate Drive
Garland, TX 75041
972.270.6116

Lincoln Funeral Home

8100 Fireside Drive
Dallas, TX 75217
214.398.8133

Metro Crest Funeral Home

1810 Harry Road
Carrollton, TX 75006
972.242.3613

North Dallas Funeral Home & John P Brooks

2710 Valley View Lane
Farmers Branch, TX 75234
972.241.9100
(Spanish Speaking)

Paradigm Funeral & Cremation Service

1611 North Central Expressway
Plano, TX 75075
972.424.1144

Restland Funeral Home

13005 Greenville Avenue
Dallas, TX 75243
972.238.7111

Sparkman Funeral Home

1029 S. Greenville Avenue
Richardson, TX 75081
972.238.7855

Sparkman/Hillcrest Funeral Home

7405 West Northwest Highway
Dallas, TX 75225
214.363.5401

Ted Dickey West Funeral Home

8011 Frankford Rd
Dallas, TX 75252
972.404.6070

Turrentine, Jackson & Morrow Funeral Home

2525 North Central Expressway
Allen, TX 75013
972.562.2601 - Allen
972.335.2444 - Frisco
972.382.2311 - Celina

Book Resources

Difficult Conversations: How to Discuss What Matters Most by Douglas Stone, Bruce Patton, Sheila Heen
The Conversation: A Revolutionary Plan for End-Of-Life Care by Angelo E. Valances, M.D.
The D-Word: Talking about Dying by Sue Brayne
The Four Things That Matter Most by Ira Byock
Get It Together: Organize Your Records So Your Family Won't Have To by Melanie Cullen
Finding Your Way to Say Goodbye: Comfort for the Dying and Those Who Care for Them by Harold Ivan Smith

Online Resources

www.theconversationproject.org - Free online starter kit for talking about end of life wishes
www.storycorps.org - Oral history project
www.coachingatendoflife.com - Online grief community, resources for the dying, as well as grieving families
www.caring.com - Offers a wealth of information about resources, medical conditions, and support groups
www.carebridge.com - A powerful connection point that allows people to get updates and offer support

Care Notes

Care Notes are small pamphlets focused on a particular topic that offers insights, affirmations, and encouragement on life's difficult situations. Contact Caring Ministries to obtain your free copies. Available while supplies last.

When a Loved One's Care Decisions Are in Your Hands

Family Caregiving: When It Wears You Down

Caring for Yourself When You're Caring for Someone Ill

The Grief a Family Feels When Admitting a Loved One to a Nursing Home

It's OK to Feel Relieved When Someone You Love Dies

Helping a Dying Person Share the Story of Their Life

Using Hospice Care When a Loved One Is Terminally Ill

Advance Medical Directives: What You Need To Know

Finding Inner Peace at the End of Life

Final Conversations With a Dying Loved One

Saying Good-bye to a Loved One Who Is Dying

Dealing With Family Conflict as a Loved One Is Dying

Writing a Loving Obituary Ahead of Time

Making Funeral Arrangements in Advance

Pulling Together as a Family When a Loved One Is Dying

Writing a Spiritual Autobiography

Writing a Spiritual Autobiography or helping a loved one write theirs can be a healing and encouraging assignment. Use the following questions to guide you into creating a review of life that includes high points, low points, lessons learned, and a legacy to leave for future generations.

Your Journey of Life

- What lessons did you learn in life?
- What have you seen modeled? What have you modeled?
- What challenges have you faced?
- What are some consistent themes in your life?
- Where have you lived? How did you get there?

Your Faith

- What is your faith story? How did you come to faith?
- Talk about your journey with God.
- What are your favorite scriptures? Why?
- What are your favorite hymns? Why?
- What ways have you given your gifts in ministry to the Church?

Your Favorite Things

- What kind of music do you like? Why?
- What are your favorite books? Why?
- Where have you traveled? What is your favorite place?
- Where or doing what have you spent most of your time?

The Essence of You

- Where do you find help? Strength? Meaning?
- When are you at your best? When are you at your worst?
- Of what (or who) are you most proud?
- What are you afraid of? Why?
- What are your regrets?
- What 3-6 words sum up your life?
- What is your motto or favorite quote? How did that become important to you?
- What "cause" do you have a lot of passion or compassion for?
- How do you handle resources (time, money, nature)?

Your Hope for the Future

- What was or is on your "bucket list"?
- What is your hope for your family? How have you communicated your hope?

Have you addressed these "5 Things"? (Based on Ira Byock's *Four Things That Matter Most*, listed in *Book Resources*)

- Please forgive me...
- I forgive you...
- Thank you...
- I love you...
- Good bye...

Writing an Obituary

Name

Residence
Day and date of death
Place of death
Cause of death

Life

Date of birth
Place of birth
Name of parents
Childhood: siblings
Marriages
Education
Awards
Military Service
Employment
Places of Residence
Hobbies, interests, activities and other things enjoyed
Charitable, religious, fraternal, political affiliations
Achievements

Family - Predeceased By

Spouse
Children
Grandchildren
Siblings

Family - Survived By

Spouse
Children
Grandchildren
Parents
Grandparents
Siblings (in order of birth)
Nephews, nieces, cousins, in-laws
Friends
Pets

Memorial/Funeral Service

Day, date, time, place
Name of officiant
Visitation information: Day, date, time, place
Reception information: Day, date, time, place
Other memorial, vigil, graveside: Day, date, time, place
Place of interment
Name of funeral home in charge of arrangements
Where to call for more information

Other Information

Memorial funds established
Memorial donations suggestions, including address
Thank you to people, groups, institutions
Quote or poem
Three words that sum up life

Typical Order of Service

The Word of Grace
Greeting
Opening Hymn
Pastoral Prayer/Lord's Prayer
Scripture
Affirmation of Faith
Words of Remembrance (optional)
Solo/Musical Selection
Words of Faith and Celebration
Closing Hymn
Benediction

**Poems, pictures and other expressions may be added to bulletin*

A row of lit tealight candles on a dark surface, with the text "MY MEMORIAL SERVICE" overlaid in a white box.

MY MEMORIAL SERVICE

My Memorial/Funeral Service

I, _____, would like to encourage you to plan my funeral / memorial service to be a faith-sharing and faith-building experience, giving thanks to God for the reality of the Resurrection!

Listed below are my wishes concerning various aspects of my service and burial.

Place of Service and Participants

Name of Church _____

Location _____

Clergy: The Pastor and Associate _____

and my friend, Rev. _____

Phone Numbers _____

Casket / Urn _____

Obituary: Yes No

Cemetery / Columbarium Location _____

Music I would like to have during the service:

Hymns to be sung by the congregation _____

Music to be played by organist _____

Special Music _____

Sung by _____

My Scripture Selections:

You may read all or portions of these and include others at loved ones' request.

Consider inviting a person(s) to participate by sharing reflections, either during the service or at the committal.

My suggestions at this time would be _____

Funeral Home:

The funeral home is _____, located at
_____, telephone number _____

Pallbearers:

Name	Address	Phone

Other thoughts and/or suggestions:

In lieu of flowers, make gifts to my church and/or (please be specific):

Signed this _____ day of _____, _____.

Signature

(Witnesses permitted, but not necessary)

Witness

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Notes



FIRST UNITED METHODIST CHURCH
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