

A RESOURCE GUIDE FOR PLANNING
*Funeral &
Memorial Services*



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Resources for Planning Memorial Services & Funerals

*Keith Memorial United Methodist Church
600 West Madison Avenue
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Dear Friends,

God's grace and peace be with you in this time of loss and grief.

We know that planning the details of a funeral can be overwhelming, and we would like to assist you in any way we can. It is our hope that this information will be helpful to you as you work with the church and your funeral director in making arrangements to celebrate the life of your loved one.

As Christians, we grieve not as those who have no hope but as those who have a unique hope in the risen Christ. This empowers us to mark the occasion of death as a time in which the hope of the Gospel is reaffirmed with joy and peace. A United Methodist service acknowledges this hope and offers family and friends the opportunity to remember a loved one's life and offer them into God's care. The service should be a time to celebrate the wonderful gift God gave to us in our relationship with the deceased.

A well-planned service can be a blessing and a comfort to us as well as a witness to our faith. Please know we are here for you and welcome the opportunity to be in ministry with you and your family.

If you have questions regarding Funeral and Memorial service planning, please call the church office at **423-745-2612**. You can visit us online at www.keithumc.org for more information about the church, for directions to the church and for an electronic copy of this resource. You may also contact the church by email at information@keithumc.org.

May God's grace and peace be with you in the Spirit of the Risen Christ.

Pastors Dave Graybeal and Will Shelton

A STEP-BY-STEP GUIDE

1. Prior to a death

We consider it a sacred privilege to come and pray with you during this difficult event. If time and circumstances allow, please call the church office (**423-745-2612**) during normal business hours and notify us of your situation. We will make every effort to come pray with you and your family. With your permission, we will also mobilize the church's prayer network to pray for you and your family, too.

If you need to call after office hours, you can call Pastor Dave at **865-441-0835** or Pastor Will at **865-919-2997**. Both of our phone numbers have voice message mailboxes in case we are unable to answer your call immediately.

2. When your loved one dies

Your pastors and your church staff and church family will want to know of your loss, so that we can come alongside you in your time of grief. We can offer to assist you in informing others who will want to know of your loss. We can let you know of some of the resources that are available to you. We can provide contact information for our local funeral homes. We can support you in your time of loss.

3. Setting the date and time for the service

We can help you plan a meaningful worship service to celebrate the life of your loved one. If you would like one or both of our pastors to conduct the service, and especially if you would like to have the service at the church, please contact the church office and we will be happy to work with you and your funeral home in setting a date and time for the service.

4. Planning the service

An important step in planning the service is to gather your family together at home or the church to visit with the pastor(s) leading the service. This is a valuable time to share stories and favorite memories of your loved one. You might also try to recall your loved one's favorite scriptures and hymns. At the end of this resource, you will find a list of hymns, songs and scriptures that are especially appropriate for funerals and memorial services.

Your funeral director can assist you in determining the type of service you and your family desire. Different services have different requirements and costs associated with them. Some options to consider are:

- A funeral or memorial service of worship followed by a graveside service

- A graveside service followed by a memorial service of worship
- A memorial service only (in this type of service the body is not present; this is often the case for persons who have been cremated)
- A graveside service only (can be for either caskets or cremated remains)
- A service with military honors if the deceased was a veteran

Where will the service(s) be held?

- In our sanctuary?
- At a funeral home/cemetery/crematorium?

Keith Church has a Memorial Prayer Garden where the ashes of your loved one can be interred (buried). Please contact the church office if you are interested.

Would you like to have a meal or a reception for family and friends?

- Before or after the service?
- At the church fellowship hall, in a home, or in another location?

We have a group at the church who can provide meals for you and your family in the days immediately following a loved one's death and who would be happy to help you in arranging a reception for family and friends and other guests, either at the church or in a home. Please call the church office at **423-745-2612** to request these arrangements or for any further information.

5. Costs

There are no fees for the use of the church building for services held at Keith Church for members of the church. The pastors and church staff require no honorarium for officiating at the memorial services of church members. We encourage you to bring this to the attention of your funeral director.

If additional vocalists or instrumentalists (anyone outside our music staff) are contracted for the memorial service, the family will be responsible for an honorarium on the day of the service. Also, if long distance travel is required, the travel expenses of the clergy should be covered by the family.

For services for non-members, the church requests a gift of \$100 for the use of the building, and honoraria is to be arranged by the family with the pastor and musicians.

6. Memorials

Memorial gifts are a special way to honor a loved one. If you are interested in learning more about the memorial gift opportunities that are available at Keith Church or if you have a particular way of commemorating your loved one in mind, please discuss this with the pastor(s) or with the Memorials Chairperson by calling the church office at **423-745-2612**.

In addition, we are happy to work with you to include other memorial gifts to organizations such as the American Cancer Society, American Lung Association, etc., on the back of the service bulletin.

7. Important questions and concerns

These are some of the topics that your funeral director will discuss with you:

- Casket and casket container/vault
- Cremation and container for cremated remains
- Cemetery lots
- Flowers
- Processional to cemetery
- Scheduling a viewing/visitation time
- Military honors if the deceased was a veteran
- Memorial contributions
- Obituary in the newspaper and deadline for submission

8. Flowers

The flower is a symbol of the resurrection of our Lord and is an appropriate way to honor a loved one. If a funeral service at the church is desired, we can assist you in working with the florist in the placement and arrangement of flowers in the sanctuary and in the narthex (entrance) area. Otherwise, flowers at the funeral home or at a graveside will be coordinated by the funeral director.

9. Music

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 yield. Since music plays a significant part in our lives, it is natural that the church

involves music at the service designed to remember and celebrate the life of your loved one. These suggestions may to assist you, the family, at this difficult time.

If the service is to be in our sanctuary and music is requested, the officiating pastor will contact our Director of Music to make arrangements.

The pastors, Director of Music and Church Musician can help you determine if a song is appropriate for this service of worship; but a guiding question to ask is, "Does this music give glory to God and witness to our hope in Jesus Christ?" Funerals and memorial services are occasions to sing the great music of the church that witness to the Lord of life. Some music may not be appropriate for a worship setting, but could be played at the funeral home visitation or other settings outside of the sanctuary.

Prelude – The organist/pianist can provide 10-20 minutes of pre-service selections from classical and sacred literature.

Congregational Hymns – Congregational singing is encouraged as it involves everyone and gives expression to the faith we hold. It is usually wise to select one or two hymns that are more commonly known. We have listed some of the hymns from the United Methodist Hymnal (1989) which you might consider for use in the service.

Opening Hymns

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

Hymns of Hope and Comfort

• Abide with Me	700
• Amazing Grace, How Sweet the Sound	378
• Be Still, My Soul	534
• Beneath the Cross of Jesus	297
• Blessed Assurance	369
• Hymn of Promise	707
• I Love to Tell the Story	156
• In the Garden	314

• It Is Well with My Soul	377
• Jesus, Keep Me Near the Cross	301
• Jesus Loves Me	191
• Leaning on the Everlasting Arms	133
• My Faith Looks Up to Thee	452
• On Eagles' Wings	143
• Precious Lord, Take My Hand	474
• Rock of Ages, Cleft for Me	361
• Savior, Like a Shepherd Lead Us	381
• Shall We Gather At the River	723
• Soon and Very Soon	706
• Surely the Presence of the Lord	328
• What a Friend We Have in Jesus	526

Closing Hymns

• Blessed Be the Tie that Binds	557
• Guide Me, O Thou Great Jehovah	127
• Lead On, O King Eternal	580
• Lift High the Cross	159
• O God, Our Help in Ages Past	117
• Thine Be the Glory	308

Contemporary Praise Songs

Sanctuary (Lord, Prepare Me to be a Sanctuary)
 Here I Am to Worship
 Lord, I Lift Your Name on High
 Better is One Day
 Open the Eyes of My Heart
 You Are My All in All
 We Fall Down
 More Precious Than Silver
 I Can Only Imagine

10. Suggested solos

Soloists and/or instrumentalists are frequently included in funerals or memorial services. Members of the Keith Church music staff often serve as soloists. Professional instrumentalists can be secured by the music staff, but please understand there likely will be a performance fee involved for any musicians apart from our music staff. While it is acceptable to have a friend or relative provide such music, they should have the musical abilities necessary and the emotional strength to sing or play at a time when they may be grieving. Music, in addition to congregational hymns, can certainly enhance the service of worship, but it is optional and family members should not feel obligated to arrange for it.

Some songs and hymns that are in the United Methodist Hymnal (1989) work well as solos. Some of these are listed here. Again, the guiding principle in the selection of a musical piece as a solo is whether it gives glory to God and witnesses to our hope in Jesus Christ.

Amazing Grace	378
How Great Thou Art	77
Hymn of Promise	707
It Is Well With My Soul	377
Lord of the Dance	261
On Eagles' Wings	143
Surely the Presence of the Lord Is In This Place	328
Psalm 23	
The Lord's Prayer	
I Can Only Imagine	

11. Suggested scriptures

Listed below are scriptures appropriate for use in a memorial service or funeral service.

Old Testament

Job 19:23-27	I know that my redeemer lives
Proverbs 31 (selections)	A good woman
Isaiah 25:6-9	God will swallow up death forever
Isaiah 26:1-4,19	Your dead shall live
Isaiah 40:1-11, 28-31	Comfort my people
Isaiah 40:28-31	Those who wait for the Lord shall renew their wings
Isaiah 43:1-3a, 18-19, 25	When you pass through the waters
Isaiah 44:6-8	I am the first and the last
Isaiah 46:3-4	From womb to tomb, God has made, God will save
Isaiah 65:17-25	I create new heavens and a new earth
Isaiah 66:10-13	As a mother comforts her child, so does God
Lamentations 3:19-26, 31b-32	The Lord's steadfast love
Joel 2 (selections)	Return to the Lord with all your heart

Psalms

Ps. 16:5-11	The Lord is my chosen portion
Ps. 23	The Lord is my shepherd
Ps. 27:1, 4-9a, 13-14	The Lord is my light and my salvation
Ps. 42:1-6a	As a deer longs for flowing streams
Ps. 46:1-5, 10-11	God is our refuge and strength
Ps. 84	How lovely is your dwelling place
Ps. 90:1-12	Teach us to number our days
Ps. 103	Bless the Lord, O my soul
Ps. 121	I lift up my eyes to the hills

Ps. 130	Out of the depths I cry to the Lord
Ps. 139	Where shall I go from your spirit
Ps. 145	I will extol you, O God my King
Ps. 146	Hallelujah! praise the Lord, O my soul

Gospels

Matthew 5:1-12a	The Beatitudes
Matthew 11:25-30	Come to me, all you who labor and I will give you rest
Matthew 25:31-46	The Last Judgment
Luke 1:67-75	Let your servant depart in peace
Luke 12:22-40	Do not worry or be afraid; be ready
Luke 23:33, 39-43	Today you will be with me in Paradise
John 3:16-21	God so loved the world
John 5:24-29	Whoever hears and believes has eternal life
John 6:47-58	Whoever believes in me has eternal life
John 11:17-27	I am the resurrection and the life
John 11:38-44	Lazarus raised from the dead
John 14:1-6, 25-27	Let not your hearts be troubled
John 20	Jesus' resurrection

New Testament

Romans 5:1-11	Hope does not disappoint
Romans 6:3-9	Baptized into Christ's death, raised to live
Romans 8:14-23, 31-39	Nothing can separate from the love of God
Romans 14:7-9, 10b-12	Whether we live or die, we are the Lord's
1 Corinthians 15 (sel.)	Christ raised from the dead
2 Corinthians 5:1-10	Away from the body, at home with the Lord
Ephesians 1:11-2:1, 4-10	Saved by grace through faith
Philippians 3:7-11	Knowing him and the power of his resurrection
Philippians 3:20-21	Our citizenship is in heaven
Colossians 3:1-17	Set your minds on the things that are above
1 Thessalonians 4:13-18	The comfort of Christ's coming
2 Timothy 4:6-8	I have fought the good fight, I have kept the faith
Hebrews 11-12 (sel.)	Faith, the pilgrimage, the cloud of witnesses
1 Peter 1:3-9	A living hope
1 John 3:1-3	We shall be like God
Revelation 7:9-17	The multitude from every nation at worship in heaven
Rev. 14: 12-13	Blessed are the dead in the Lord
Rev. 21-22	A new heaven and a new earth

12. Planning Worksheet

As you make plans for the order for the worship service, feel free to use this guide. If you would like printed copies of the worship service for those in attendance, the church office can assist you in finding appropriate stationary and making sufficient copies.

Prelude

Greeting

Opening Prayer

Hymn

Reflections from Family/Friends *optional

Scripture

Meditation **by the Pastor officiating the service*

Solo

Pastoral Prayer

Lord's Prayer

Hymn

Benediction

Postlude