



EUPORA
METHODIST CHURCH



**FUNERAL
PLANNING GUIDE**

Introduction

The promise of eternal life with God is the greatest hope, comfort, and strength of faith as we think about hard topics such as death. St. Paul told the Christian community of Thessalonica:

*We do not want you to be unaware, brothers [and sisters], about those who have fallen asleep, so that you may not grieve like the rest, who have no hope. For if we believe that Jesus died and rose, so too will God, through Jesus, bring with him those who have fallen asleep. [...] Thus we shall always be with the Lord. Therefore, console one another with these words
(I Thessalonians 4:13-14, 17-18).*

St. Paul's words can be challenging for us as we think about our death or the loss of a loved one. At times, our sorrow and bewilderment in the face of loss can be overwhelming. Yet, everything that we believe calls us to hope, and the One in whom we believe is the reason for our hope.

Uplifted by the knowledge that Christ has won for us the victory over death, we can begin to understand what He proclaims in the Gospel:

“Blessed are they who mourn, for they will be comforted” (Matthew 5:4).

As Christians, we find comfort in the Resurrection and the hope of new and eternal life.

A funeral or memorial service is a service of Christian Worship. It proclaims the Easter mystery of life beyond death. It helps the mourners accept the reality of death, while remembering and honoring the deceased. This service enables the believing community to witness to its shared faith by providing an opportunity for people to share pain and joy, support the family, pray, and grieve as one community. In this service of Christian Worship, the community reaffirms its covenant with God and with each other.

If you are working through this process and have any questions, please do not hesitate to contact the church office or the Senior Pastor at (662) 258-2611.

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Pre-Planning for the Service

Thinking about your own funeral or memorial service is an exercise that many people go through at various times during their lives. However, taking that next step to actually set aside time to consider and document your plan is something most people never do. Death, although inevitable, is something that we simply do not want to dwell upon. Yet the reality is that life on this earth must eventually end, and when that happens, actions must be taken, and decisions must be made.

Those responsible for taking action and making decisions for your funeral are faced with a serious task that can be quite intimidating and challenging. They want to honor you and respect your wishes. However, those left behind are seldom fully prepared to respond to the event, and many decisions (especially those related to your burial/cremation and your funeral/memorial service) must be made at a rapid pace when emotions are raw, and minds are numbed. Through loving and thoughtful planning, you can provide your loved ones with the benefit of your documented thoughts and suggestions regarding those matters. This planning guide is designed to assist you in gathering your thoughts, pondering the choices that will be placed before your loved ones at your death, and conveying your recommendations to them at a time when that input is most needed. It is important to understand that your loved ones will ultimately be responsible for the choices made; however, your suggestions will receive the highest consideration in the final decision-making.

By providing this information to those you love, you are very graciously giving them a precious gift at a time when they are highly vulnerable and emotional. The time you spend in pre-planning your service will help communicate your wishes and preferences in a highly effective and loving manner.

When you have completed your planning worksheets, please return a copy of them to the Church, where they will be kept on file.

It is also recommended that you retain copies of these documents alongside your other important permanent records and inform the appropriate persons that you have taken this step.

First Things First

The first decision in your planning should focus on where to hold the service.

To some degree, the location of a funeral will shape the service. The Sanctuary of our church is recommended for the service.

A service held in the funeral home chapel has some benefits, but we hope you will first consider holding it in the Church. The major benefit of using the funeral home is convenience, but the disadvantages include the loss of a familiar sacred space, the display of Christian symbols, and the use of hymnals for congregational music.

Some are choosing to reverse the “traditional” service schedule. The graveside burial service may be conducted during the day, with only family, select friends, and clergy present. The memorial service may then be held later in the day or evening for everyone to attend and offer their support to the family. This could also take place with the memorial service held in the afternoon or evening, with everyone in attendance, and the burial could take place the following morning with only family, select friends, and clergy present.

Often, people are unable to attend the funeral service because their daytime work or family schedules do not permit it. A late-afternoon or evening memorial service would give those people the opportunity to show their love for the family and pay their respects to the deceased.

Deciding Who Will Participate

If you or your family would like pastors other than the Eupora Methodist Church Clergy to participate in the service, pastoral courtesy suggests that they be contacted by the Senior Pastor. The Senior Pastor will then endeavor to honor your wishes.

Music is an important part of the worship service. The lead pastor and the church's music leadership work with the family on this meaningful part of the service.

Pallbearers are needed when a casket or coffin is involved. The usual number is six, but honorary pallbearers may number more.

Memorials and Flowers

Friends will immediately want to know about memorials and/or flowers and will usually call the Church for information. Unless specified, memorial gifts received by the Church will be directed to the operating budget in memory of the deceased.

Flowers and their use are a significant consideration. Flowers are beautiful symbols of honor and respect... yet too many flowers may overwhelm the family. Many families do not realize they will need to take home most of the floral arrangements and potted plants. Therefore, it is common practice to request memorials to the Church in lieu of flowers.

Pall or Flag

A pall (a beautiful cloth with Christian symbols that covers the coffin or casket) or the American flag is appropriate to cover the casket. If the pall is desired, the Church will provide it. If you have served in the United States Military, then the American flag is an appropriate tribute to your service. Either covering is appropriate, but flowers should never be placed on the pall or the flag. As an alternative, a blanket of flowers may be placed on the coffin or casket. For memorial services, the Church has a pall used to cover the urn when it is present in the Sanctuary or Chapel.

Fraternal, Civic, or Military Rites

Fraternal orders and military or civic groups sometimes encourage a last rite before interment. For Christian services, it should be clear that a last rite is secondary to the funeral or memorial service.

The pastor will know when and where (in the service) such orders and honors should occur. Certain acts, such as the presentation of the flag, rifle volleys, and the sounding of "Taps," may best follow the committal.

Cremation

Many individuals are choosing cremation rather than burial, and they are choosing between using a funeral home or a cremation center for those services. Different levels of administrative services (such as help with and filing the obituary notices; providing guest books for the memorial service; and filing procedures for death certificates) may or may not be performed at each service provider. It's important to fully understand all levels of services provided.

The Service

The service itself requires intentional planning in consultation with the pastor.

The service should reflect the three goals of “A Service of Death and Resurrection”: proclaiming the gospel of death and resurrection, remembering the deceased, and witnessing through the community of faith. The components or outline of the service (i.e., scripture, prayers, possible hymns, creeds, etc.) should reflect these goals. A planning worksheet to assist you is provided later in this document.

Setting

The environment of the worship space is important because it sets the tone of the service. White or green paraments are in order for a funeral service. Such colors emphasize life beyond death, in contrast to the earlier use of black, which only stressed death.

Regarding the casket, coffin, or urn, the customary rule is that it will be closed and remain closed throughout the church service. The casket or coffin’s placement before the congregation acknowledges the reality of death without undue attention to the body. If cremation has occurred, it is customary to place the urn in a prominent setting. The worship space, however, often determines how the casket or urn will be placed.

Congregational Participation

Congregational participation has increasingly become part of the service in recent years. Through hymns, prayers, creeds, and witnessing, the community of faith finds comfort in one another. Singing hymns, joining in a creed, etc., bind the family and the congregation together and offer strength to the grieving family. The family may or may not desire such participation.

Scripture

Scripture selection is a decision to be made for each service, and many people have a favorite or a loved text. In addition, the pastor is available to guide you to appropriate texts for you and your family.

It is indeed appropriate to use as much scripture as you desire. Recommended choices may include:

- One Old Testament lesson
- One or two Psalms
- One New Testament epistle lesson
- One Gospel lesson

The pastor is available to help you with those selections, and a listing of suggested scripture is provided in the appendix section entitled Additional Resources.

Music and Hymns

Music plays a vital role in any worship service. Musical instruments and/or human voices are a comforting addition to a funeral service.

There are appropriate guidelines for music at funerals and memorial services:

1. The music and texts should proclaim the good news of Jesus' triumph over sin and death.
2. The music should aid the service and not distract or interrupt.
3. Familiar music is recommended.
4. Singing by the congregation is appropriate, and solos and choir anthems may also be used.
5. Instruments such as the piano, organ, trumpet, violin, and others may be used to accompany congregational singing or to accompany solo arrangements.

A favorite hymn or a traditional funeral or memorial hymn is recommended.

The best person to consult on this matter is the pastor and worship leader; a listing of suggested hymns is provided in the appendix of Additional Resources.

Committal

The committal is a brief service to be held at the graveside immediately prior to interment/entombment.

While primarily the pastor leads the committal service, any special requests for this service should be communicated prior to that time.

Legacy Giving

As you take this important step in pre-planning your service, it is also an opportunity to evaluate and update several critical elements of your overall estate planning. This includes such documents as:

- Last Will and Testament
- Living Wills
- Organ Donation directives
- Powers of Attorney
- Burial of the Body or Cremation decisions
- Beneficiaries on bank accounts, life insurance policies, pension accounts, investment accounts, Wills, and other estate planning documents
- Deeds to cemetery plots or columbarium niche

Clearly, there are many estate planning considerations for you and your advisors to ponder, including viewing this process as a unique opportunity to reflect a statement of your faith and beliefs. Including the church as a major part of your financial legacy enables you to positively impact the spiritual lives of many future generations at Eupora Methodist Church. At any point in their lives, individuals can create a legacy gift to the church. It can be as easy as naming Eupora Methodist Church as a beneficiary in your will (gifts of cash, securities, personal property, or real estate) or on a life insurance policy; on the beneficiary form on a savings, checking, or pension account; through a gift annuity; or through a number of methods recommended by your estate planning advisors.

For example, a gift annuity allows individuals to make donations of any amount they wish. The annuity will then pay individual donors a guaranteed rate of return (ranging from 4% to 9% annually) based on an individual's age and resulting life expectancy.

Then, at death, the remaining amount of the investment would be directed to Eupora Methodist Church.

Another example might be to name the church as a specific beneficiary in your will. For those whose estates are of such a size that the estate and income tax consequences resulting from leaving a retirement account (such as a 401(k), IRA, etc.) to a named beneficiary are too costly, choosing to direct those retirement accounts to a qualifying charity (which might include

EMC) might generate a much more favorable after-tax result. Consult with your estate planning advisors to determine what alternatives make the best sense for you.

If you have any questions related to Legacy Giving, you may contact the Church Administrator by calling the Church office at (205) 822-9631.

Conclusion

As you approach the planning of this service with prayer, God will bless your planning and offer you grace and hope beyond understanding. May the grace, the peace, and the love of God be with you.

For additional information or if you have any questions, please contact church office or the Senior Pastor at (662) 258-2611

Personal Worksheet

Full Name: _____

Address: _____

Phone: Home _____ Office _____ Cell _____

Email Address: _____

Social Security Number: ____ - ____ - _____ Date of Birth: _____

Place of Birth: _____

(City) (County) (State) (Country)

Marital Status: Single Married Widowed Divorced

Occupation: _____ Type of Business: _____

Employer: _____

Education (highest completed): Elementary/Secondary College Post-Graduate

Institutions Attended: _____

Degree(s) Earned: _____

Full Name of Spouse*: _____

Number of Children*: _____

Names of Children*	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Father's Full Name: _____ Living: Yes or No

Mother's Full Name: _____ Living: Yes or No

** Please provide, as desired, any information regarding spouses, children, and grandchildren related to previous marriages and submit it as an appendix to this document. An Additional Useful Information page is provided at the end of this worksheet.*

Siblings: _____

Emergency Contact:

(Name) (Relationship) (Phone)

Power of Attorney: _____
(Name) (Phone)

Healthcare Power of Attorney: _____
(Name) (Phone)

Attorney: _____
(Name) (Phone)

Financial Planner: _____
(Name) (Phone)

I am an Organ Donor: Yes No

I have an Advance Directive (living will): Yes No

If "Yes" – Location: _____

Location of current address book: _____

Location of safe deposit box: _____

Location of safe deposit box keys: _____ Box # _____

Location of keys to other homes/buildings: _____

Home safe: _____

Alarm codes: _____

Helpful Information

Preferred funeral home/cremation facility: _____

Location of wills, insurance, and other papers:

Important Names and Numbers:

	Name	Number	Why
1			
2			
3			
4			
5			
6			
7			
8			

Other Information

Information for Obituary

Full Name: _____

Nickname: _____

Church Membership: _____

Survived by: (include, if applicable, name, relationship and location: spouse, parents, children and in-laws, brothers and/or sisters and in-laws) _____

Preceded in death by: (include, if applicable, name and relationship: spouse, parents, children and in-laws, brothers and/or sisters and in-laws) _____

Number of grandchildren: _____

Number of great grandchildren: _____

Others to be listed: _____

Education: _____

Work Information: _____

Military: _____

Club/Organization Information: _____

Significant Life Events or Interests: _____

Pallbearers: _____

Honorary Pallbearers: _____

Clergy officiating the service: _____

Other information or specific phrasing: _____

Service Worksheet

The information in this worksheet is a guide for your loved ones as they plan a service to celebrate your life. However, it would be best for you to allow the Church to keep a copy of this information (pages 10-19) on file for you. Please submit copies of these pages (10-19) to the Senior Pastor's office. Every effort will be made to honor your requests in consultation with your family (or those directed to handle your affairs) at the time of your death.

(There are Additional Resources at the end of this document to help you.)

Desired Service Location (at Eupora Methodist Church Sanctuary or funeral home:

Embalmed or Cremated: _____

If there is a Casket or Coffin: Open (before service only) or Closed

Burial Location: _____

Pastor(s): _____

Musician(s): _____

Singer(s): _____

Song(s) for Solo or Anthem: _____

Other Participant(s): _____

Pallbearers (6): _____

Honorary Pallbearers: _____

Committal Service at the graveside or Columbarium: Yes or No

The Order of Worship

This is a traditional order of worship for “A Service of Death and Resurrection” and “Committal Service”. You may insert your selections or preferences into the following order. The Additional Resources are provided to assist you. You do not have to make suggestions or state preferences for every item, and some items are part of the written liturgy.

A Service of Death and Resurrection

Prelude

The Word of Grace

Greeting

Hymn or Song _____

Prayer

Creed or Affirmation of Faith _____

Hymn/Solo/Anthem _____

Witness *(Family, friends, and members of the congregation may briefly voice their thankfulness to*

God for the grace they have received in the life of the deceased and their Christian faith and

joy. A poem or other reading may also be read as a witness.)

Names of those sharing: _____

Scripture Reading _____

Scripture Reading _____

Scripture Reading _____

Hymn/Solo/Anthem _____

Sermon Message of Hope and Resurrection

Prayer or Commendation

The Lord’s Prayer

Fraternal, Military or Civic Rites _____

Dismissal with Blessing

A Service of Committal

Greeting

Scripture Reading _____

Words of Comfort and Hope

Prayer of Committal

Benediction

Fraternal, Military or Civic Rites _____

This worksheet contains my requests and wishes as of this date. While I understand that many things are subject to change, this information is provided in the hope that it will help my loved ones plan my service.

Signature

Printed Name

Date

Additional Resources

Scripture Readings

Most Common

Ecclesiastes 3:1-14 For everything there is a season
Isaiah 41:8-10, 13 Do not fear
Isaiah 43:1-5 I have called you by name
Psalm 23 Comfort in the Good Shepherd
Psalm 121 I lift up my eyes to the hills
Matthew 5:1-12 The Beatitudes
John 12:20-36 Unless a grain of wheat dies
John 14:1-4, 18-19, 25-27 Do not let your hearts be troubled
Romans 6:3-11 Dying and rising with Christ
2 Timothy 4:6-8, 17-18 I have fought the good fight
Revelations 21:1-5 Then I saw a new heaven

Other Scriptural Options

Old Testament

Genesis 15:15 Abraham's death
Genesis 49:1, 29-33; 50:1-2, 12-14 Jacob's death and Joseph's response
Exodus 15 Canticle of Moses and Miriam
Deuteronomy 6:4-7 The Lord is our God
Joshua 3:14-4:7 Crossing over Jordan
Job 1:21 Job's faith
Job 14:1-12a We are of few days
Job 19:25-27 My Redeemer lives.
Proverbs 31:10-13, 19-20, 30-31 A good woman
Isaiah 25:1, 6-9 God will swallow up death
Isaiah 26:1-4, 19 Your dead shall live
Isaiah 35:1-6, 10 Zion restored
Isaiah 40:28-31 Renew their strength
Isaiah 57:14-19 Poem of consolation
Isaiah 61:1-4, 10-11 The Spirit of the Lord is upon me
Isaiah 66:10-13 A mother comforts, so does God
Ezekiel 34:11-16 Shepherd of Israel
Ezekiel 37:1-14, 21-28 These bones can live
Micah 6:6-8 What does the Lord require?
Zephaniah 3:16-20 Restoration of Israel

Psalms

Psalm 27 Devotion and deliverance
Psalm 34 Thanksgiving for deliverance
Psalm 40 Thanksgiving for deliverance
Psalm 46 Our refuge and strength
Psalm 63 Thanksgiving for deliverance

Psalm 71 Deliverance from evil
Psalm 77 Deliverance from trouble
Psalm 84 How lovely is your dwelling place
Psalm 90 A thousand years in your sight
Psalm 100 Make a joyful noise
Psalm 103 Bless the Lord, oh my soul
Psalm 118 Thanksgiving for deliverance
Psalm 126 Prayer for deliverance
Psalm 130 My soul waits for the Lord
Psalm 139 You have searched me and known me
Psalm 143 Prayer for deliverance

Gospels

Matthew 6:19–21 Do not lay up treasures on earth
Matthew 11:25–30 Come to me all who labor
Matthew 25:31–46 As you did it to one of the least
Matthew 28:1–10, 16–20 Go make disciples
Mark 16:1–8 Jesus goes before you
Luke 1:67–75 Canticle of Zechariah
Luke 12:22–40 Do not be anxious; be ready
Luke 24:1–12 The empty tomb
John 3:13–17 God’s gift of eternal life
John 5:19–29 Whoever hears and believes has life
John 6:30–40, 47–51 Jesus the bread of life
John 10:1–18, 27–30 Jesus the Good Shepherd
John 15:1–17 The vine and the branches
John 16:12–22, 33 Sorrow becomes joy
John 20 Jesus’ resurrection

Epistles

Acts 10:34–43 Peter’s sermon on the resurrection
Romans 5:1–11, 17–21 Peace with God through faith
Romans 8:28, 31, 35, 37–39 We know that in all things God works for good
Romans 14:7–9 Lord of the dead and the living
1 Corinthians 13 Love is patient and kind
2 Corinthians 5:1–11a, 14–20 At home in the Lord
Ephesians 3:14–21 Know the love of Christ
Philippians 3:7–21 The power of Christ’s resurrection
Colossians 3:1–17 Raised with Christ
1 Thessalonians 4:13–5:11 Concerning those who sleep
Hebrews 11–12 The saints of God
1 Peter 1:2–6 Rich blessings in heaven
1 John 3:1–3 We shall be like God
Revelation 14:1–3, 6–7, 12–13 Blessed are the dead in the Lord

Hymns

A Mighty Fortress is Our God
All Hail the Power of Jesus' Name
All Creatures of Our God and King
Amazing Grace
Ask Ye What Great Thing I Know
Blessed Assurance
Blest Be the Tie That Binds
Children of the Heavenly Father
Christ is Alive
Christ the Lord is Risen Today
Close to Thee
Come, Let Us Join Our Friends Above
Come, Thou Fount of Every Blessing
Come, Ye Disconsolate
Come, Ye Faithful, Raise the Strain
Crown Him with Many Crowns
Easter People, Raise Your Voices
Faith of Our Fathers
For All the Saints
Give to the Winds Thy Fears
God of Grace and God of Glory
He Lives
How Blest Are They
How Great Thou Art
Hymn of Promise
Immortal, Invisible, God Only Wise
In the Garden
Jesus, Remember Me
Joyful, Joyful, We Adore Thee
Leaning on the Everlasting Arms
Marching to Zion
My Hope is Built
Nobody Knows the Trouble I See
O For a Thousand Tongues to Sing
O Love That Wilt Not Let Me Go
O Thou, in Whose Presence
Of the Father's Love Begotten
Old Rugged Cross
On Eagle's Wings
Marching to Zion
My Hope Is Built
Praise, My Soul, the King of Heaven
Praise to the Lord, the Almighty
Remember Me
Rock of Ages
Shall We Gather at the River
Shalom to You
Sing All the Saints in Glory
Stand By Me
Standing on the Promises
Steal Away to Jesus
Surely the Presence of the Lord
Sweet Hour of Prayer
Swing Low, Sweet Chariot
Take my Hand, Precious Lord
Take Time to Be Holy
The Church's One Foundation
The Day of Resurrection
The God of Abraham Praise
The Old Rugged Cross
Thine Be the Glory
This Is a Day of New Beginnings
Thou Hidden Source of Calm Repose
Up from the Grave He Arose
Victory in Jesus
What a Friend We Have in Jesus
When We All Get to Heaven

Creeds

(Often **Psalm 23** is recited by the congregation as an Affirmation of Faith)

Apostles Creed

I believe in God the Father Almighty,
maker of heaven and earth;
and in Jesus Christ his only Son our Lord:
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, dead, and buried;
the third day he rose from the dead;
he ascended into heaven,
and sitteth at the right hand of God the Father Almighty;
from thence he shall come to judge the quick and the dead.
I believe in the Holy Spirit,
the holy catholic church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.

Nicene Creed

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.
We believe in one Lord, Jesus Christ, the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father;
through him all things were made.
For us and for our salvation he came down from heaven,
was incarnate of the Holy Spirit and the Virgin Mary
and became truly human.
For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory to judge the living and the dead,
and his kingdom will have no end.
We believe in the Holy Spirit,

the Lord, the giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son is worshipped and glorified,
who has spoken through the prophets.
We believe in one holy catholic and apostolic church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come. Amen.

Korean Creed

Where the Spirit of the Lord is, there is the one true Church, apostolic and universal, whose holy faith let us now declare:

Pastor and People:

We believe in the one God, maker and ruler of all things, Father of all persons, the source of all goodness and beauty, all truth and love.

We believe in Jesus Christ, God manifest in the flesh, our teacher, example, and Redeemer, the Savior of the world.

We believe in the Holy Spirit, God present with us for guidance, for comfort, and for strength.

We believe in the forgiveness of sins, in the life of love and prayer, and in grace equal to every need.

We believe in the Word of God contained in the Old and New Testaments as the sufficient rule both of faith and of practice.

We believe in the Church as the fellowship for worship and for service of all who are united to the living Lord,

Who has spoken through the Prophets?

We believe in one holy catholic and apostolic Church.

We acknowledge one baptism for the forgiveness of sins.

We believe in the kingdom of God as the divine rule in human society, and in the brotherhood of man under the fatherhood of God.

We believe in the final triumph of righteousness and in the life everlasting.

The New Creed

We are not alone; we live in God's world. We believe in God:

who has created and is creating, who has come in Jesus, the Word made flesh, to reconcile and make new, who works in us and others by the Spirit.

We trust in God.

We are called to be the Church: to celebrate God's presence, to live with respect in Creation, to love and serve others, to seek justice and resist evil, to proclaim Jesus, crucified and risen, our judge and our hope.

In life, in death, in life beyond death, God is with us. We are not alone. - Thanks be to God!

When Completed

*Please return a copy of your completed worksheets to the church office
or the Senior Pastor.*

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