Funeral/Memorial Service
Planning Guide and Worksheet

Jesus said, "I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also."

John 14:3

Planning Faithfully, Choosing Wisely

There is perhaps no time when we most feel the need for God’s grace and comfort than when we experience the loss of a loved one. In the first days following a loved one's death, the family makes an average of 200 decisions. During such an emotional, stressful and demanding time, plans that have been made in advance help lighten the load after death. If you've not made advance plans, this guide will be helpful to you as you make arrangements for services and burial of your loved one.

This guide is designed to:

- provide a tool for planning for the future when your life on this earth ends, and
- support and guide families making plans upon the death of a loved one.

This guide will walk you through a series of questions and your responses can be marked on the worksheet at the end. Prince of Peace’s pastors are available to discuss any items with you. When you are finished, please share your worksheet with a family member or friend who will act on your behalf after your death. It would also be helpful to contact one of the pastors at Prince of Peace to share your worksheet so that it can be held in safekeeping for the future.

The Goal of the Christian Funeral/Memorial Service

As Christians, we not only mourn the loss of a loved one but we also celebrate their victory through Christ over death and the grave, giving thanks for the gift of eternal life that God promises us in baptism. The gathering of family and friends, who form a community of hope for a funeral/memorial service, is also a rich opportunity to celebrate the life of the deceased.

Christians view death as another step in our life as children of God. Yet, we also experience death as a time of loss when sorrow, grief, and bereavement are both natural and appropriate. These two truths inform the Lutheran funeral/memorial service and guide the church in its ministry to those who have lost a loved one to death. As we celebrate the life of the deceased and God’s promise of new life, often we find ourselves smiling through our tears.

Above all else, a funeral/memorial service is a time of worship dedicated to God. A funeral/memorial service should be comforting to those who mourn as well as bear witness to our faith in Jesus Christ. There, in God’s presence together, we witness to our faith in the communion of saints, the resurrection of the body, and the life everlasting.
Frequently Asked Questions:

What should I do when a loved one has died?
Please know that not only does the Lord of Life walk with you at this time, but also the community of faith known as Prince of Peace Lutheran Church also surrounds you with their love and prayers. Our pastors, staff and members are here to serve you and your family in this time of need.

Please call the church office or the designated pastor on call to inform them. Your second call should be to the mortuary of your choice to set up an appointment with their designated staff person for making all decisions that they handle — the final preparations of the deceased body, news releases, choice of casket or cremation urn, date, time and place of both the service and the final internment.

How do I schedule a funeral/memorial service at Prince of Peace?
Please contact the pastor you wish to preside at the service to both verify his schedule and the church calendar. Often this is one of the many details handled by the designated staff person at the mortuary you have selected.

What is the difference between a funeral and memorial service?
Simply put, at a funeral service the body of the deceased is present, whereas at a memorial service either the deceased's ashes or no remains are present. Both services provide an opportunity to proclaim God's death-defeating acts in Christ as we remember all that God has given us in the life of our loved one. Sometimes families prefer to have an internment with a casket or urn at the cemetery prior to a memorial service at the church.

How does the Church view cremation?
Cremation is an acceptable way for Christians to deal with one’s earthly remains. The Scriptures tell us that we are formed “of the dust of the ground” (Genesis 2:7) and, after death, we shall return “again to dust.” (Job 34:15)

If I choose cremation, do I need to secure the services of a mortuary?
We highly recommend working with a mortuary. Their professional staff will ease the strain upon family members by coordinating all the details and thus contributing to your wishes being carried out with dignity and honor. Even if cremation is your desire, a mortuary handles many details that are not taken care of by the church, the Pastor, or family members. Attempting to save money by not using a mortuary is likely to cause confusion and frustration at a time when you most need guidance and support.

Should I make pre-arrangements with a mortuary?
Making the decision to pre-arrange some aspects of your funeral/memorial and/or burial is helpful. An appointment with a mortuary in advance of death is a wise step to help you decide what you and your family need from the many services available. If you are a family member caring for a dying loved one, making an initial contact now with a mortuary can be very helpful and will lessen the decisions and demands you’ll face upon death. The Prince of Peace Pastors are available to talk with you about the selection of a mortuary or to refer you to a mortuary they know well and hold in high regard.

Should I make pre-arrangements with a cemetery/memorial garden?
Yes. Not only is this extremely helpful but can save you money.

How soon after death does a funeral/memorial service take place?
Funeral services are generally held within three to five days following death, thereby allowing appropriate time for family members and friends to gather for the service. Memorial services can be held at any time. However, waiting for weeks or even months after a death will have a bearing on finding a sense of closure, and this will impact the grief work that follows the death of a loved one. Therefore, it is recommended that a memorial service be held within a few weeks after death.
Should I have the funeral/memorial service at Prince of Peace or at a mortuary?
This is entirely your choice. Most mortuaries have finely appointed chapels for funerals/memorial services.

What should I expect if I choose to have the funeral/memorial service at a mortuary?
If the service is to be held at the mortuary, they will handle all arrangements including the news releases, the biographical brochure, the service bulletin, flowers, and setting for the service in their chapel. Music is to be arranged with the assigned mortuary staff person, in consultation with your presiding pastor. The mortuary will normally handle all financial arrangements, including the honorarium for the presiding pastor.

What should I expect if I choose to have the funeral/memorial service at Prince of Peace?
Your presiding pastor will help you plan the details of the service including the order of service, music and service bulletins. In addition, the church staff can assist with planning an on-site reception. Often the pastor works closely with the assigned mortuary staff person on other details such as flowers, guest books and remembrance tables.

What is a visitation?
A visitation is an informal gathering for friends and family to express sympathy, view photographs/video tribute and say goodbye. Typically the body of the deceased is present, usually in an open casket. This can be a very important time in the grieving process.

May we have a visitation at the church the evening before the service, or must that take place at a mortuary?
While most visitations take place at the mortuary, it may take place at Prince of Peace the afternoon or evening before the service if there are no other events already scheduled in the sanctuary. In addition, a visitation time can be offered at the church prior to the service.

Who plans the reception following the funeral/memorial service?
If your reception is held at Prince of Peace, the church office staff can assist you in planning a reception for guests following the service. One option is an afternoon fellowship reception that would include coffee, tea, cookies, breads, etc. Another option is a light luncheon following a morning service.

The members of Prince of Peace are often available to assist in hosting a reception. There is a nominal charge to help cover the costs of the food and refreshments. You are also welcome to cater the reception. Please consult with the presiding pastor about your options and costs that may be incurred.

What if I desire to have memorials gifts directed to Prince of Peace or other organizations?
This is an honorable thing to do. Prince of Peace and any other organizations you choose are blessed when memorials are directed to support their ministries and missions. The mortuary will be happy to include any memorial designation(s) in the notices about the funeral service. All memorial gifts received by Prince of Peace will be directed to the Prince of Peace Foundation to support a future ministry.

How should I handle flowers for the service?
We can offer a recommendation for a florist, if desired. Flowers are an appropriate tribute in memory of a loved one. You may wish to request that people make a contribution to Prince of Peace or a charity of your choosing in lieu of flowers. You should plan to remove flowers from the sanctuary or the mortuary following the service, unless you make known your desire to leave the flowers for use in our ministry with shut-ins and our senior residents’ centers.
What is a service bulletin?
The church office staff will prepare a service bulletin (program) and have sufficient copies ready for the service. There is no fee for providing this bulletin. You may want a photograph of your loved one on the cover. A short biography or meaningful poem is often included on the back cover. Please provide these items at least three days prior to the service.

What types of remembrances can be included in a funeral/memorial service?
Remembrances of your loved one can take many forms. This includes setting up a “table of memories” in the narthex with photographs. You may desire to show a short video or DVD during the service or reception. Please make your desires known to your presiding pastor.

What fees are associated with a funeral/memorial service at Prince of Peace?
There are fees for the people involved in providing the worship service as well as those who prepare and clean up following the service and reception. There are no building rental fees for Prince of Peace members.

You may choose to have the mortuary write a check to Prince of Peace Lutheran Church for the total expenses incurred OR you may make a check payable directly to Prince of Peace Lutheran Church.

**Prince of Peace Members**

<table>
<thead>
<tr>
<th>Role</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>$200.00</td>
</tr>
<tr>
<td>Organist/pianist</td>
<td>$160.00</td>
</tr>
<tr>
<td>Bulletin Administrator</td>
<td>$60.00</td>
</tr>
<tr>
<td>Custodian</td>
<td></td>
</tr>
<tr>
<td>Funeral/Memorial Service only</td>
<td>$70.00</td>
</tr>
<tr>
<td>Funeral/Memorial Service and reception</td>
<td>$100.00</td>
</tr>
<tr>
<td>Audio Technician</td>
<td>$60.00</td>
</tr>
<tr>
<td>Video Technician (if necessary)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Catering of lunch reception</td>
<td>$300.00 (suggested donation)</td>
</tr>
<tr>
<td>Catering of coffee and cookie reception</td>
<td>$150.00 (suggested donation)</td>
</tr>
</tbody>
</table>

**Non-Members**

<table>
<thead>
<tr>
<th>Role</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>$250.00</td>
</tr>
<tr>
<td>Organist/pianist</td>
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<tr>
<td>Video Technician (if necessary)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Sanctuary Fee (2 hours)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Reception Hall (2 hours)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
Funeral/Memorial Service Planning Worksheet

When planning your service, or a service for a loved one, there are many choices to make. Facing some of those choices now will make the process less demanding for your loved ones later. This Funeral/Memorial Service Planning Worksheet will lead you through a variety of decisions. After death, a pastor of Prince of Peace will meet with family members and review your worksheet to plan the funeral/memorial service.

This worksheet may be used by:
• an individual making their advance plans known, or
• a family planning the funeral of a loved one nearing death or recently deceased.

Please supply as much information as you wish to share on any parts of the worksheet.

This Guide is for: ____________________________________________________________

Full Name: First, Middle (Maiden), Last

Date Completed: ______________ Date of Birth: ______________ Date of Death: ______________

For the Person Making Advance Plans:

When you have completed this worksheet, please consider sharing it with your pastor at Prince of Peace. Your information will be kept in a confidential file available only to the pastors of POP. It will be used in consultation with your family or whomever you have directed to carry out these wishes upon your death.

Also, after completing the worksheet, consider telling someone you trust about it. You may wish to discuss with them what you have written to be certain that it is clear. Consider providing copies:
1. To your Family
2. Attached to your Will or Trust Plan
3. To a mortuary you have pre-selected

Or simply give it to someone you trust with a note that says:

I have recorded my desires regarding my death and burial. I keep this information in the following place: _______________ (i.e. on file at the church, with my will, etc.). At the time of my death, I ask that you use this information to provide guidance for my family and my church in making arrangements for the funeral I desire. Although this information is being left for safekeeping, I understand that it is not legally binding or enforceable. This worksheet does not make the church or anyone obligated or responsible for the execution of these instructions.

With gratitude,
Signature and Date

For Family Members Making Plans After the Death of a Loved One:

Please use this worksheet to assist with plans that will honor your loved one’s expressed wishes or desires and will reflect his/her values. If you have not already contacted a mortuary, please consider doing so now. The professional services, compassionate care and guidance they provide will greatly assist you in the days ahead. The Prince of Peace Pastors are available to refer you to mortuaries they know well and hold in high regard.

When death occurs, please contact the church office at 480.945.9537 or, after hours, please use the personal phone numbers of the pastors listed on the Prince of Peace newsletter (available online at www.popphoenix.org).
Type of Service Desired
Simply put, at a funeral service the body of the deceased is present, whereas at a memorial service either the deceased’s ashes or no remains are present.

___ Memorial Service
___ Funeral

Mortuary
Specific arrangements in advance at the funeral home of your choice are encouraged.

Preferred Mortuary: ____________________________________________________________
Address: _________________________________________________________________________
Phone: ___________________________________________________________________________

Have Pre-Arrangements Been Made?
___ Yes
___ No

Disposition of the Body
___ Embalm body
___ Cremate body shortly after death
___ Cremate body after visitation and/or Funeral Service

Burial Wishes
___ Bury Coffin/Ur in Cemetery
___ Other: _________________________________________________________________________
   (This might include keeping ashes with a family member, spreading ashes at a favorite spot, etc.)

Bury Coffin or Urn
___ After visitation but before Funeral Service
___ After Funeral Service but before luncheon reception
___ After luncheon reception
___ At a later date: ___________________________________________________________________

Eligible for Military Honors
___ Yes
___ No

Names of Pall Bearers (Six Pall Bearers needed only when there is a coffin for burial.)
___________________________________   _____________________________________
___________________________________   _____________________________________
___________________________________   _____________________________________

Cemetery
___ I have made arrangements for my burial.
   Name of Cemetery _____________________________________________________________
   Location of Cemetery ___________________________________________________________
___ I do not have arrangements for my burial. I suggest the following arrangements:
   _____________________________________________________________________________
I have arrangements for a memorial marker with the following company (Please provide contact info.)

Desired Expressions of Sympathy
- Flowers
- I desire memorial gifts in lieu of flowers

Memorial Suggestions
- Prince of Peace Lutheran Foundation
  This is a fund with dedicated management that supports the mission and ministry of Prince of Peace Lutheran Church.
- Specific Prince of Peace ministry (Please name):
- Other Charity (Please name):

Grave Marker
I have made arrangements for a grave marker with this company: 
I would like the following to be included on the grave marker:
- Name:
- Dates: (birth/death dates)
- Maiden name:
- Bible Verse:
- Graphic:
- Other:

Visitation
A Visitation is an informal gathering for friends and family to express sympathy, view photographs/video tribute and say goodbye.

Will a Visitation be Held?
- Yes
- No

Location of Visitation
- At the Funeral Home
- At Prince of Peace Lutheran Church
- Other:

Will the Remains be Present at the Visitation?
- Coffin with viewing of body
- Closed coffin
- Urn with photograph next to it

Time of the Visitation
- Evening prior to the Funeral or Memorial Service
- Before the Funeral or Memorial Service only
- Both
Displays

___ Photographic Displays
___ Mementos (Awards, Certificates, etc.)
___ Bible of the Deceased
___ Video Tribute (Usually Produced by the Funeral Home)
___ Other: __________________________________________________________

Funeral/Memorial Service Plans

Location of Service

___ Prince of Peace Lutheran Church
___ Funeral Home
___ Cemetery (A Graveside Service Only)
___ Other: ____________________________________ (i.e. Care Facility Chapel, etc.)

Preferred Time of the Service

___ Morning
___ Afternoon
___ Evening

Will the Remains be Present at the Worship Service?

___ Yes (coffin or urn with ashes)
___ No

Will Holy Communion be celebrated? (Only available for services at Prince of Peace)

___ Yes
___ No

Display Items to be on or near the casket/urn

___ Floral spray and/or additional flower bouquets
___ Bible or other symbol of faith: __________________________________________
___ Photograph
___ Cross
___ Flag (Only Used During Visitation and at Cemetery)

Please Note: The Funeral Pall will always be used to cover the casket during the worship service unless expressly declined.

Favorite Biblical Theme or Image _______________________________________

Pastor for Remembrance Service:
Preference: ____________________________________________

Readers

___ The Pastor who officiates will read.
___ I would like this/these person(s) to read at my service: ________________________

________________________________________

Bible Readings

___ The Pastor who officiates may choose the readings.
___ My family will choose the readings.
___ I have chosen the readings as indicated below:
Old Testament (please circle your choices)

Job 19:23-27
Isaiah 40:1-11, 28-31; Isaiah 40:28-31; Isaiah 65:17
Psalm 23; Psalm 46:1-5, 10-11; Psalm 90:1-10, 12; Psalm 121; Psalm 130; Psalm 139:1-12

Gospels

Matthew 5:1-12a
John 11:17-27
John 14:1-6, 25-27

New Testament

Romans 8:14-23, 31-39
Romans 14:7-9, 10b-12
1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58
2 Corinthians 4:16–5:1
1 Thessalonians 4:13-18
Revelation 22:1-5

Other Readings Selected: ______________________________

Congregational Hymns

_____ The Pastor who officiates may choose the hymns.
_____ My family will choose the hymns
_____ I have chosen the hymns as indicated below.

Suggested Hymns (Please circle your choices)

Beautiful Savior
Guide Me Ever, Great Redeemer
I Know That My Redeemer Lives!
Love Divine, All Loves Excelling
O God, Our Help in Ages Past
For All the Saints
The King of Love My Shepherd Is
Lift High the Cross
The Lord's My Shepherd
Lord, Take My Hand and Lead Me
A Mighty Fortress Is Our God
My Faith Looks Up to Thee

Other Hymns Selected: ______________________________

Poem(s) for inside of the Remembrance Service Bulletin:

__________________________________________________

Soloist

If possible, I would like this vocalist to sing: ______________________________

Vocal Solos Selected: (Selection of solos must aim to reflect the spirit of Christian worship.)

__________________________________________________

__________________________________________________
Remembrances to be Shared During Worship by a Family Member or a Friend
(Please ask speakers to limit their remarks to 3 minutes.)

____ Yes
____ No

I would like this/these person(s) to speak:
________________________________________________________________________________________
Relationship:____________________________________
________________________________________________________________________________________
Relationship:____________________________________
________________________________________________________________________________________
Relationship:____________________________________

Please allow others to speak as they wish (open mic):
____ Yes
____ No

Reception Following Worship

I would like a reception following the service for mutual conversation and consolation.

____ Yes
____ No

I would like the Reception

____ Immediately following the Worship Service; before burial
____ Following the Worship Service and after burial

Location for the Reception

____ Prince of Peace Lutheran Church
____ Other location: ______________________________________________________________________

Menu for the Reception

____ Dessert and coffee/beverage
____ Light lunch (secure your own caterer)
____ Other: ______________________________________________________________________________

Obituary

Full Name (including Maiden Name) __________________________________________________________
Birth Date and Location ____________________________________________________________________
Parent’s Names (including Mother’s Maiden Name) ____________________________________________
Baptism Date, Church, and Location _________________________________________________________
Marital Status, Marriage Date, and Name of Spouse __________________________________________
Other Marriages/Divorces/Spouse(s) _________________________________________________________
Names of Children _________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Additional Next of Kin ____________________________________________________________________
________________________________________________________________________________________
                                                                                               Page 10
**Personal History**
On a separate page, record additional information including place(s) of residence, special events, hobbies/interests, schools attended and degrees received, accomplishments, memberships, employment history, volunteer activities, military service, etc. Include as many full names, city of residence, birth and death dates, etc. as possible. All this information is important to your family. This information does not need to be prepared in paragraph form.

**Important Documents and Advisors**
It is important that survivors be able to locate vital records and important documents. Before your death, you should have a current will/living trust and related health care directives which express your wishes on important personal, financial, medical, and charitable issues for your survivors. If you need information regarding estate planning, planned giving, and/or the inclusion of a Christian preamble for your will, please consult your legal or financial advisor.

**Location and Date of Will/Living Trust**
__________________________________________________________________________

**Location of my Living Will**
__________________________________________________________________________

**Attorney/Will Preparer**
__________________________________________________________________________

**Power of Attorney/Financial**
__________________________________________________________________________

**Power of Attorney for Health Care**
__________________________________________________________________________

**Executor of Will/Estate**
__________________________________________________________________________

**Guardian (for Minor Children)**
__________________________________________________________________________

**Additional Comments**
__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**PRINCE OF PEACE**
**LUTHERAN CHURCH**
3641 N. 56th Street
Phoenix, AZ 85018
480.945.9537

The Reverend Rick Sherrill
408.472.0529

Dr. Lou Accola, Pastoral Care
425.941.7582