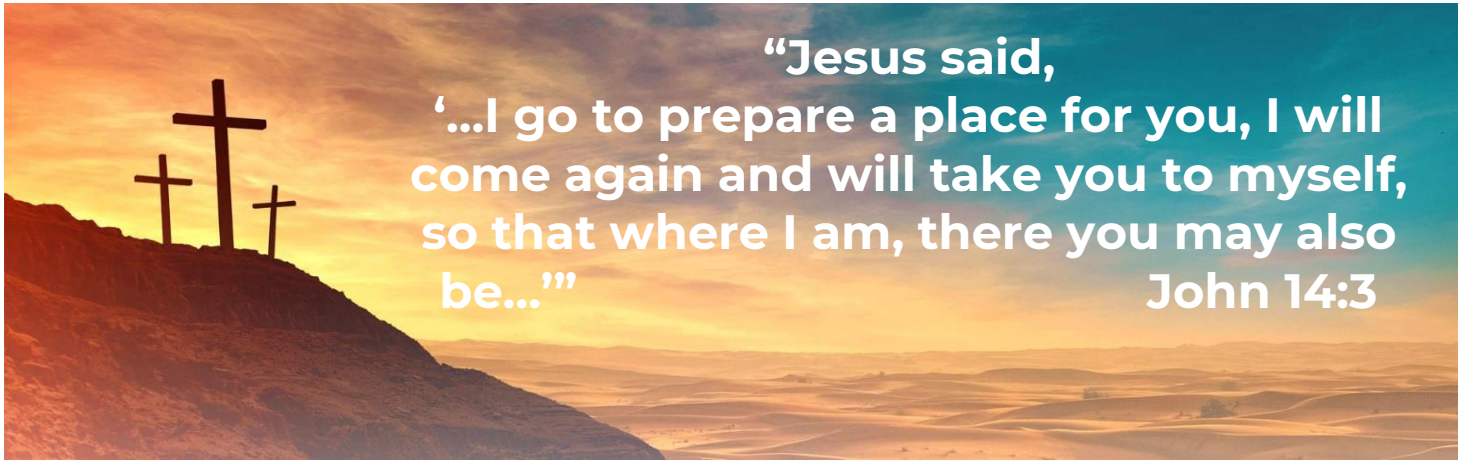




# New Hope Presbyterian Church On-Site Funeral and Memorial Service Guide

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As followers of Christ, we proclaim that death is not the end. While we mourn the loss of our loved one, we also celebrate the victory through Christ over death and the grave, giving thanks for the gift of eternal life through God that is promised in baptism. The gathering of family and friends is a rich opportunity to celebrate the life of the deceased and to proclaim our hope as we celebrate God's promise of new life.

A funeral or memorial service is a time of worship and is to be comforting to those who mourn as well as bear witness to our faith in Jesus Christ. Together, in God's presence, we trust in the statement of faith that ***Christ has died, Christ is risen, and Christ will come again.*** We believe in the communion of saints, the resurrection of the body, and life everlasting.



## Pastoral Appointment:

A Funeral or Memorial service is first a Witness to the Resurrection. As such, it is both a time to remember the person's life as well as remember our hope in Christ. To accomplish this, the family (or representatives of it) should plan to meet with the Pastor as soon as possible. **Contact the New Hope Church Office at 303-660-0057 or email [office@newhopepres.org](mailto:office@newhopepres.org)** to schedule your appointment. The Pastor will connect you with the Deacon that will also assist you.



## Funeral or Memorial Service

**Funeral:** A service in which the casket is present and (typically) it is followed by a graveside or interment service. The Funeral is therefore often done within a week of the person’s passing. The casket may be opened prior to the service for viewing by friends and family. The casket will be closed for the worship service.

**Memorial Service:** A service that does not have a casket present (though an urn may be). Graveside or interment services are often done at another time and location. Memorial services may be done within a few days of a person’s passing, but it is not unusual that they are done at a later date (sometimes months later) to better accommodate travel and planning.

## Obituary

**Obituary:** Our loved ones have touched more lives than we could ever know. Writing an obituary is an opportunity for family and friends to remember the love and connection we shared with loved ones who have passed, and it’s an invitation for others to join in celebrating their lives. An obituary connects us to a person’s history and journey, allows us to pay our respects, and helps us honor their remarkable lives. **Family member(s) or a close friend may write the obituary. We have a template for you later in this document to use as a guide.**

## Service Planning

The questions below will help with our planning so please give some consideration to these questions beforehand. Not all the questions will apply in all circumstances nor do all the answers have to be ready by the time we meet.

1. **Full Name of Deceased:** *(including Maiden Name)*
2. **Date of birth:**
3. **Date of death:**
4. Who will be the **contact person** for the family?
  - Name:
  - Phone #
  - Email:
5. Would you like to hold a **Funeral or Memorial Service:**      Funeral      Memorial
  - Name of **Funeral Home** (if applicable):
  - Contact Name & Phone:
  - Will they provide the **guest book and bulletins/memory pamphlets?**

Yes                      No



**6. Pastor Officiating**

- Contact Name & Phone:

**7. Date of service:** **Time of service:**

**8. Location of service:** **Expected # in attendance:**

**9.** Will the service include a **graveside** service? Yes No

- If so, at what cemetery is the burial site?
- If not, will a graveside be held before or after? Before After

**10.** Will there be a **reception** at the church? Yes No

- If so, how many are expected?
- If so, will it immediately follow the service? Yes No

**11.** Does the family want to be **escorted** into the sanctuary? Yes No

**12.** Is **childcare** needed for the service? Yes No

- If so, how many children do you expect?

**13.** Who are the people that will be speaking during the **Time of Tribute**?

*List Names and relation to deceased*

**14.** Who is preparing the **Obituary**:

**15.** If a Funeral, who will serve as **pallbearers**?

**16.** Did the deceased serve in the **military**? Yes No

- If so, what **branch** of the military did they serve in?
- If so, do you want **rites performed** at their graveside? Yes No

**17.** Did the deceased belong to any **social or fraternal or groups that may be involved in the service**? Yes No

- If so, which one(s)?





## **Flowers**

*Typically, the sanctuary is open (2) two hours before the service for florist deliveries.*

1. Florist Company Name:
2. Contact Name and Phone:
3. After the service, will flowers be left at the church or will they be taken home by the family?
4. If the family would prefer donations to be given to a designated charity or memorial fund in lieu of flowers, please [provide New Hope with that information as soon as possible](#) so we can provide it as people request.

## **Other Items**

1. Will there be a **large portrait** of the deceased at the service?
  - a. Are any easels needed? Yes No If so, how many:
2. Will there be **pictures and personal mementos** that will be included on a table outside the sanctuary or in the reception? Yes No
  - a. Are any tabletop easels needed? Yes No If so, how many:
  - b. Are tablecloth(s) needed? Yes No If so, how many:
3. The **guest book and bulletins / memory pamphlets** are the responsibility of the family. *Please check with your Funeral Home as most provide these.*
4. The **Deacons** will:
  - a. Help you coordinate food for the reception (if applicable) and provide water, coffee, and food per arrangements with the family
  - b. Prepare a room for the family to gather prior to the service
  - c. Rope off the front pews in the sanctuary for family seating
  - d. Set up the reception area, memory table, and guest book table
  - e. Clean up the food and reception area



## Service Elements:

### Music: Recorded / Vocal / Instrumental

1. Would you like **recorded music** as part of the service: Yes No
  - If you prefer recorded music, it must be in mp3 format and saved onto a USB drive.
2. Would you like **live vocal or instrumental music** as part of the service? Yes No
  - If so, which pieces and what kind of musicians will be required?

### Music: Songs/Hymns

1. Would you like to have **congregational singing** as part of the service? Yes No
  - If so, list your songs/hymns here:

*Commonly used hymns and songs:*

Amazing Grace  
How Great Thou Art  
On Eagle's Wings  
It Is Well (When Peace Like a River)  
Precious Lord, Take My Hand  
What a Fellowship, What a Joy Divine (Leaning on the Everlasting Arms)  
What a Friend We Have in Jesus

A Mighty Fortress is Our God  
Love Divine, All Loves Excelling  
Just a Closer Walk with Thee  
Abide with Me  
More Love to Thee, O Christ

Great is Thy Faithfulness  
Be Thou My Vision  
Lift High the Cross  
Blessed Assurance  
Standing on the Promises



## Scripture

1. Please list passages from **Holy Scripture** you would like in the service: (min 2)

*Commonly used scripture passages:*

### Old Testament

Lam. 3:22-26	Job 19:23-27	Eccles. 3:1-8	Isaiah 40:1-11	Isaiah 40:28-31
Psalms 23	Psalms 46	Psalms 121	Psalms 130	Psalms 139

### Gospels

Matthew 5:1-12	Luke 23:33, 39-43	John 11:17-27
Mark 10:46-52	John 6:37-40	John 14:1-6, 25-27

### New Testament / Epistle

Romans 5:1-11	Romans 5:17-21	Romans 8:31-39	Romans 12:9-18
Romans 14:7-9	1 Cor. 15:12-26	2 Cor. 4:16-5:10	Hebrews 11:13-16
1 Peter 1:3-9	Revelation 7:9-17	Revelation 14:13	Revelation 21:2-7

## Planning a Slide Show and/or Livestream:

Presenting pictures in the service can be a wonderful way to celebrate your loved one. If this is something that is desired, here are some guidelines to make sure this is an effective piece that conveys what is intended. Please check with your funeral home as some will create the slideshow as part of their services.

**Length:** The most effective slide show for the service is no more than 4 minutes long. Sometimes it is hard to limit the number of pictures to that amount, so you might create (2) two slide shows: one for the worship service that is no more than 4 minutes long and a second slide show that is longer and can be shown during arrival/departure of your guests and the reception.

**Format:** There are several formats that people use. It is highly encouraged that you create your slideshow in PowerPoint. It has the fewest issues while being played. If other formats are used to construct the slide show, please **convert the finished product to a “movie” format, or preferably a PowerPoint file, with a 4:3 aspect ratio in HD or SD format**.



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- Save the file to a portable USB drive to be played at the service. It is strongly suggested that the [finished slide show be brought to the church at least 24 hours before the service](#) to identify any problems related to different software and operating systems.
- If you would like to incorporate **recorded / live music** into the slideshow, the recorded songs need to be integrated into the slideshow by embedding them into the photos by the person putting the slideshow together or can be played live by a musician.
- It is a nice added touch to have a slideshow that has a "**beginning slide**" which is a photo of the deceased with their name, date born and passed away. This can then be projected throughout the service.

**Required Slide Show New Hope AV Technician (1):** If there is a slide show, recorded or live music, it will be necessary to have an AV Tech at the service. Please see the notes below concerning securing an AV Tech for the service.

**Required Livestream New Hope AV Technician (2):** Live streaming can be offered for out-of-town families & friends, depending on the availability of an additional tech for this service if you are also having a slide show.

### Costs

*While the below are customary expenses, they are not meant to be an impediment to planning a service. If conditions arise where these expenses constitute a hardship for the family, please let us know so other arrangements can be made.*

### Pastors' Honorarium:

Pastors' honorariums are typically arranged through the Funeral Home or are at the family's discretion. Honorarium should be made **payable directly to the pastor**.

### Musicians:

Musician fees are \$150 per soloist and \$200 per accompanist and **paid directly to the musician** (unless other arrangements have been made by the family with the musician). Musicians are subject to availability and will need to be contacted before we can confirm their attendance for the service.



## **New Hope AV Technician:**

AV Tech fees are \$150 per tech, **paid directly to each individual tech**. An AV Tech (or multiple) is required whenever:

- The Sound system is needed for musicians or speakers.
- Projection is required for the slide show or words on the screens.
- The family would like to Livestream or record the service.

## **Payments**

- Payments should be made directly to the **individual**
- Payments can be in the form of **check or cash**
- **All Payments should be brought to the church office the day before or the day of the memorial / funeral service**. The Pastor officiating can help distribute the payments.

## **Receptions/Food Requirements**

If desired, the Deacons Ministry of New Hope will provide a reception following the funeral/memorial service. Typically, a light meal, such as finger sandwiches and veggie/fruit trays, or desserts with water, coffee and lemonade are served. A Deacon will contact you to coordinate the details. While the Deacons Fund covers the cost of the reception, you are also invited to contribute funds to defray or cover the cost.

Due to public health & safety concerns, food must be provided...

- By the Deacons from a supplier such as King Soopers or Sam's (cold food trays only) **OR**
- Fully catered by a licensed caterer (paid for by the family, served by the caterer)



## **INFORMATION FOR OBITUARY AND EULOGY**

*This is to help guide you in writing an obituary (a written account of the deceased's life) and/or a eulogy (a speech given during the funeral or memorial service)*

**Full Name of the Deceased** *(including Maiden Name)*

**Birth Date & Location**

**Death Date & Location**

**Parent's Names** *(including Mother's Maiden)*

**Marital Status, Marriage Date and Name of Spouse**

**Survived by children / grandchildren**

**Vocation(s)**

**Significant moments / turning points of life**

**Other information and/or achievements you want to share**

**Details of designated charity or memorial fund in lieu of flowers (if applicable)**

**Details of services**

## **Memorial/Funeral Service Family Checklist**

- Meet with Pastor to discuss service details
- Obituary
- Eulogy & other speakers for Time of Tribute
- Pallbearers *(if applicable)*
- Flowers ordered for table to accompany urn/casket
- Identified charity or memorial fund in lieu of flowers *(if applicable)*
- Large photo to accompany urn/casket
- Memory table items
- Guest book *(often provided by funeral home)*
- Bulletin/Memorial Pamphlet *(often printed by funeral home)*
- Talk with Deacon to discuss reception and service details
- Music selections made (recorded and/or live)
- Music selections made (congregational hymns/songs)
- Scripture selections made
- Slide show for service *(4 min long)*
- Slide show for arrival/departure/reception *(can be longer in length)*
- Payments *(bring day before or the day of the memorial / funeral service)*
  - Soloist (\$150 each)
  - Accompanist (\$200 each)
  - AV tech (\$150 each)
- Honorariums to the Pastor and donations to the Deacon Fund or New Hope church are at the families' discretion.
- Reception *(if applicable)* Food items provided by:
- Childcare arranged *(if applicable)*