



*HOPE is called by God to look beyond ourselves.
We walk together in faith, treasuring all people and sharing with them,
the love, hope, and acceptance that is in Christ.*

Funeral Policy & Planning Booklet

*None of us lives to himself, and none of us dies to himself. If we live, we live to the Lord; and if we die, we die to the Lord. Whether we live therefore or whether we die, we are the Lord's."
Romans 8:7-8*



A Christian funeral and celebration of life provides an opportunity to give thanks to God for the life of a loved one, to remember the promises God makes to us, and to support and comfort one another in our grief.

This booklet is intended to aid you in your planning during this time. It may also be used to make plans in advance to aid your loved ones in their future decision making.

This booklet includes:

- General contact information
- Funeral service details including scripture, song selection, etc.
- Additional Helpful Information & Policies
 - ⇒ Bulletins
 - ⇒ Memorials

Merciful Creator, your Holy Spirit intercedes for us even when we do not know how to pray. Send your Spirit now to comfort us in these days of need and loss, guide us tending to all the details before us, and help us to commend our loved one into your merciful care, through Jesus Christ, our Savior and Lord, Amen.



GENERAL INFORMATION

Name : _____

Spouse /Partner: _____

Birth Date: _____ Date of Death: _____

Church/Faith Connection: _____

Family Contact Information:

Name 1: _____

Relationship: _____

Phone: _____

Email: _____

Address: _____

Name 2: _____ Relationship: _____

Phone: _____

Email: _____

Address: _____

Date of Service: _____ Time of Service: _____

Date of Visitation(s): _____

Time of Visitation(s): _____

Funeral Home: _____

Contact #: _____

Cremation _____ Casket: _____

Burial Date: _____ Burial Time: _____

Burial Location: _____

Funeral Luncheon/Reception: _____ Yes _____ No

Pastor Officiating: _____

Pianist/Musician(s): _____

Reader(s): _____

Soloist: _____



Pallbearers: _____

Memorial Designations: _____

Additional Comments: _____

PLANNING A FUNERAL: GUIDANCE FOR THE FAMILY

When the time of death of a loved one comes, it is often immersed in emotion. The following information is intended to help you in the midst of an often overwhelming time. Our Pastor will walk with you through this process and HOPE will continue to care for you in the weeks, months, and years to come.

First Few Things:

- 1. Contact the Pastor & Church:** we do not have the ability to plan for all deaths in advance, but in the event that your loved one's illness progresses or hospice decisions are made, please make sure to inform HOPE's pastor so they can provide pastoral care.
Please contact the Pastor at your earliest convenience when your loved one dies. They will work in partnership with the Funeral Home for next steps.
- 2. Funeral Home:** We *strongly* advise you to use the help of a funeral home in planning your service. If a funeral home is *not* used, there are additional HOPE fees. The HOPE pastor can assist you in making a connection to a reputable funeral home.
- 3. Scheduling the Service:** please do not schedule the day or time of the service without speaking with the Pastor.
- 4. Initial funeral planning:** the Pastor is happy to join you for initial conversation at your funeral home of choice to simplify detail planning. A second meeting will be set for more intimate conversation about your loved one to personalize their service.
- 5. Location of Service:** For most HOPE members, it is customary for the funeral to be held in the Sanctuary or Winds of the Spirit pavilion. This provides opportunity for the loved one's congregation to share in the grieving and remembering. For friends of HOPE, these facilities are also available, or a number of other locations may be appropriate such as a Funeral Home or other public venue, per your needs. Some families may prefer a simplified grave side-only service. We will do all we can to support your family in the choice that is made. Please keep in mind that if the funeral is held at HOPE, the HOPE pastor will preside. Anytime HOPE's pastor presides, they lead a Christian funeral.



Additional Helpful Information for Families:

1. For those who include Military Salutes as part of the funeral/burial, please note these rites will take place at the burial site OR outside of the sanctuary following the funeral service.
2. HOPE's pastor has final approval over all selected readings and songs shared during a public funeral service.
3. HOPE's space is available for funeral luncheons/receptions. Please see the Appendix A for more helpful information on using the space.
4. *Please note that the family is responsible for ALL floral arrangements and leftover food. Please do not plan to leave anything at HOPE, without prior arrangement.*

At a person's death, the church shares the grief of those who mourn and remembers the brevity of life on earth. At the funeral we give voice to sorrow, thank God for our loved one, and entrust this companion of ours into the hands of God. Trusting in God's promise in baptism that we are claimed by Christ forever, we rest in the sure hope of the resurrection. When the church gathers to mark the end of life, Christ crucified and risen is the witness of worship, the strength of mutual consolation, and the hope of healing. (From Evangelical Lutheran Book of Worship, p. 279)

As a member congregation of the Evangelical Lutheran Church in America, HOPE celebrates the Christian funeral rite, acknowledging the promise of Christ's death and resurrection. A funeral held at HOPE, with HOPE's pastoral leadership will be Christian in nature.

*Below is the typical order of service. The Pastor will work with you to personalize the service as appropriate. * marks items that must be included at HOPE.*

See **Appendix B** for suggestions on readings and hymns.



ORDER OF SERVICE:

Prelude: _____

Gathering

***Thanksgiving for Baptism**

Opening Hymn: _____

Greeting

***Prayer of the Day**

Eulogy/Family or Friend Reflections: _____

***Scripture Lesson 1:** _____

Scripture Lesson 2: _____

Gospel Reading: _____

Sermon

Hymn or Special Music: _____

Apostle's Creed

Prayers of the People

Communion: _____ Yes _____ No

If service with communion, it continues with sharing of the peace and communion liturgy to include Lord's Prayer

Communion Hymns or Special Music: _____

***The Lord's Prayer (if no Communion)**

Any special music: _____

Commendation

Benediction and any special instructions: _____

Closing Hymn: _____

Postlude: _____



Additional Details: _____

IMPORTANT INFORMATION

FACILITIES

The HOPE Sanctuary and Winds of the Spirit pavilion (seasonal) are available for funerals.

HOPE Sanctuary maximum capacity is 246.

WOTS Pavilion maximum capacity is 176.

DAYS AND TIMES FOR SERVICES

We ask that you please avoid scheduling a funeral on Sundays or Church Festival Days such as Christmas.

Funerals, visitations, and luncheons may be scheduled Mon-Sat 10AM-2PM

For visitation only: Monday-Friday 4-8PM, or Saturday 10AM-2PM.

**Remember to consult the Pastor prior to scheduling/announcing your plans.*

LUNCHEONS/RECEPTIONS

As part of our pastoral care at the time of death, all HOPE members and guests are welcome to use the space for funeral luncheons and receptions, if available.

- ➔ Receptions must be catered as the prepping/cooking of food cannot be accommodated onsite. HOPE cannot provide cooked or baked goods for your funeral.
- ➔ HOPE will provide a team of servers to serve meal and prepare lemonade/water/coffee.
- ➔ All serving ware will be provided. Use of real silverware/dishes is encouraged as we strive to be sustainable as possible.
- ➔ HOPE linens are available for all HOPE functions; all funerals are considered a HOPE function. Please note details on washing in **Appendix A**.
- ➔ We ask that all luncheons/receptions end by 4:00 pm. And all evening visitations end by 8PM.



SUMMARY OF FEES

When a funeral home is utilized, there is no cost associated with using HOPE for a funeral/memorial service and there is no fee for HOPE's Pastoral services; however a honorarium is customary. There are additional fees/honorariums that should be considered in your planning. Often, the funeral home will assist you in making these arrangements.

Other costs are as follows:

Pianist – Service only \$125.00-\$150.00 (Additional instrumentalists and vocalists should be considered)

Congregational Life & Membership Ministry Team- (those who organize serving the luncheon) \$150-250

Custodial Fee- \$100

A/V Fee- \$50.00

SERVICE FEES IN THE EVENT YOU DO NOT USE A FUNERAL HOME

Building Use:

Sanctuary/WOTS Funeral Only: \$100

Sanctuary/Kitchen/luncheon set-up: \$250

Pastor Fee: \$350

Pianist Fee: \$250

Congregational Life & Membership Ministry Team Fee: \$300

Custodial Fee: \$200

A/V Fee: \$100



APPENDIX A: SET-UP & TEAR DOWN FOR FUNERALS AT HOPE

Helpful Hints for Working in HOPE'S Kitchen:

All the cabinets are labeled - please take the time to check the labels.

Do not touch the table with all the audio on it - located outside of Eiskog Room.

SERVING INSIDE THE CHURCH

Beverage Table

Small table that will hold coffee/water is found close to the entrance doors.

These items go on the table:

- ➔ Tablecloth
- ➔ If a large coffee pot is put on the table it should be the Nesco Coffee Pot (when filling a cup the fit is much easier) If serving from Coffee Carafe's instead of large coffee pot, place three to four on the table.
- ➔ Cream and Sugar - Cream is usually kept in the refrigerator and if there is none please check the labeled cupboard.
- ➔ Stir Sticks
- ➔ Disposable cups for both coffee and water.
- ➔ Small napkins
- ➔ Water Dispenser

What To Do Before Service Starts.

- ➔ Fill coffee pot - Instructions on how to make coffee are on the cabinet door labeled for coffee supplies. Plug in at end of serving window where the pot was sitting. If two pots are to be used and plugged in at the same time, place one at a different outlet. Decaf Coffee can be made available. The Mr.Coffee 12 cup pot is used and is found on the counter to the left of the stove. Filters are found in the coffee cupboard.
- ➔ Fill water dispenser - found on the counter in the corner below the upper cabinets. Ice is usually added right before being moved to the Beverage Table. When filling the dispenser make sure you leave enough room for the ice.
- ➔ Gather all other items that would be placed at the Beverage Table - this will allow for a smooth transfer when it is time.
- ➔ Gather all paper products that are to be used for serving - these items are typically put on one of the kitchen carts at the end of a serving table. The cart will hold napkins, plates and silverware (disposable). The cart is not put at the end of the serving table until time of serving.



- ➔ Tablecloths are found in the island drawer in the kitchen - side facing the serving window. The use of the church tablecloths is reserved for church functions only. The host team will bring the dirty tablecloths to Northtown Cleaners to be cleaned and someone from that team will arrange for them to be picked up and returned to the church. When brought to the cleaners please bring to the attention of the clerk at Northtown that they are from HOPE so there will be no charge for cleaning. For non-church functions the host of the function must provide their own table coverings.
- ➔ If anything needs to be put in the oven it should be done before the service starts.
- ➔ Serving bowls with refrigerated items can be filled and put in refrigerator
- ➔ Crew size for this phase should be two to four

What Can Be Done During the Service

Please remember that noise from the kitchen carries into the church so during the service you need to keep kitchen noise down. (Example: do not move the metal roller shade in the serving window until after the service.)

- ➔ Serving trays can be assembled during the service - buns and bar/goodies.
- ➔ Take note of how many serving spoons and tongs will be needed and get them out.
- ➔ The crew size for this phase should only be two to four.

Converting Worship Space to Reception Space

- ➔ The crew size for this phase is ALL available. Four to six people for table set up.
- ➔ Pews are never moved.
- ➔ Chairs are pushed aside until tables are put in place and then the chairs are put around the tables.
- ➔ Eight tables are used for seating - two tables are put together to form one long table. On each long table (two tables put together) the chairs are arranged as follows:
 - The chairs with the arms - 14 per table
 - Folding chairs - 18 per table
 - Additional seating in the Eiskog Room - 10
- ➔ Indoor Seating Capacity is 74 at the tables



- ➔ One long table is put in front of the serving window (leaving walk space between the table and the serving window)
- ➔ Tablecloths are put on the tables along with any requested table decor. **Please remember that for church functions HOPE's cloth tablecloths are used but for non church functions the host is to provide their own table coverings.**
- ➔ While tables are being set up these items are being done by the crew in the kitchen. Crew size at least six - smaller number in the kitchen itself.
- ➔ Setting up Beverage Table One person will monitor the table.
- ➔ After people are seated one or two people need to walk around to fill coffee cups using Coffee Carafes (additional carafes can be found in upper corner cabinets to the right of the stove)
- ➔ Placing serving cart at end of serving table (holding plates, napkins and plasticware) Placing food items on serving table

Goal is to complete the table setup in under 15 minutes.

Need to make sure the trashcan is available for disposal of plates, napkins, cups and plasticware.

Converting Back to Worship Space

- ➔ For church functions remove/fold all tablecloths - these will be cleaned at Northtown Cleaners. (402 North Main Street) Please remember to drop off at Northtown and arrange a pickup time and must inform the clerk at Northtown that the tablecloths are from HOPE so there is not a charge for cleaning. For non church functions any disposable tablecloths are to be put in the trash.
- ➔ Move chairs away from tables and remove tables (serving table will be put back in place at the back of the church) Tables are put in the storage area next to Eiskog Room.
- ➔ Put chairs back to normal seating.

Crew Sizes

Should be divided into three groups:

- ➔ Setup - four to five people
- ➔ Conversion - six to ten people
- ➔ Cleanup - four to five people



Kitchen Cleanup

- ➔ Clear Beverage Table of all items - table stays up because it is always used.
- ➔ Dump any remaining coffee and clean pots and carafes.
- ➔ Any food that is leftover should be removed when the event is over. Food should not be stored in HOPE's refrigerator or freezer.
- ➔ Wash and put away any serving pieces.
- ➔ If the dishwasher is being used do not start during the service (it can be noisy when it warms up). **Make sure the dishwasher is turned off after use.**

SERVING IN WOTS

If service and reception are in WOTS the space will need to be transitioned for reception.

- ➔ Seating capacity in WOTS
- ➔ Tables - 22
- ➔ Chairs around each table - 8 (Currently there are 106 chairs in WOTS)
- ➔ Possible seating 176 (tables and chairs are found in the storage area of WOTS)
- ➔ Goal is to set up 15 minutes
- ➔ For serving - two to four long tables

- ➔ All items for the Beverage Table will be brought from the church kitchen, using one of the kitchen carts. The large Nesco Coffee Pot should be filled and made ready in the church kitchen. Coffee Carafe can also be included for refills made to the tables. The cart will also have the cream and sugar, stir sticks, small napkins, disposable cups for both coffee and water. Also, a water dispenser with ice should be on the cart.

- ➔ All items for Serving Tables can be found either be found in WOTS storage or will be brought from the church kitchen using a kitchen cart. These items include all disposable products - plates, napkins and silverware. Serving spoons will be brought from the kitchen.

- ➔ The tablecloths for a church function will be found in a tote in the storage area of WOTS. The cleaning of these tablecloths is done at Northtown Cleaners and a member of the host team should bring them to Northtown and arrange for a pickup time and inform the clerk at Northtown that they are from HOPE so we are not charged for the cleaning. For a non-church function the host will be responsible for removing all items brought be the host.



Crew Sizes

For church events the crew size should be divided into three groups to be headed by the host team:

- Setup - four to five people
- Conversion - six to ten people
- Cleanup - four to five people

For non church events this is handled by the host.

WOTS Cleanup

For church functions the cleanup crew will take the tablecloths off and put them into tote to take to Northtown Cleaners - the table and chairs will be put back in the storage area of WOTS. The kitchen carts will be taken back to the kitchen with coffee pot, water dispenser and all other items to be returned to the kitchen.

Trash should be taken to the garbage cans by the church.

Non church functions will be required to return the WOTS back to the original space as they found it.



APPENDIX B: Readings and Hymn Suggestions

2-3 readings are appropriate.

If you are including Holy Communion, one reading should be from the Gospels

* readings particularly fitting in the death of a child, though not ONLY for a child's funeral

** readings that are very popular at funerals

readings **in bold** = Pastor Annie particularly likes

Old Testament

Job 19:23-27a *I know that my Redeemer lives*

**Ecclesiastes 3:1-8 *For everything there is a season*

Isaiah 25:6-9 *God will swallow up death forever*

*Isaiah 40:1, 6-11 *God will gather the lambs*

Isaiah 40:1-11, 28-31 *Comfort my people, says your God*

*Isaiah 43:1-3a, 5-7 *I have called you by name*

Isaiah 43:1-3a, 18-19 *I am about to do a new thing*

Isaiah 55:1-3, 6-13 *Everyone who thirsts, come to the waters*

Isaiah 61:1-3 *The spirit of the Lord GOD is upon me*

*Isaiah 65:17-20, 23-25 *A new heaven and a new earth*

*Isaiah 66:10-14 *As a mother comforts her child*

Jeremiah 31:8-13 *I will turn their mourning into joy*

Lamentations 3:22-26, 31-33 *The steadfast love of the LORD*

Psalms

**Psalm 23 *The LORD is my shepherd*

*Psalm 42:1-5 *As a deer longs for flowing streams*

Psalm 46:1-7 *God is our refuge and strength*

***Psalm 121** *I lift up my eyes to the hills*

*Psalm 139:7-12 *The gracious omnipresence of the LORD*



*Psalm 142:1-6 *I cry to the LORD with my voice*

Psalm 143 *LORD, hear my prayer*

New Testament

Romans 5:1-11 *Peace with God through our Lord Jesus Christ*

***Romans 8:31-35, 37-39** *Who will separate us from the love of Christ?*

1 Corinthians 15:12-26 *Christ, the first fruits, has been raised*

2 Corinthians 4:6-12, 16-18 *Treasure in clay jars*

***1 Thessalonians 4:13-14, 18** *Teaching about those who have died*

Hebrews 12:1-2 *Surrounded by a cloud of witnesses*

1 Peter 1:3-9 *A living hope through Jesus' resurrection*

*1 John 3:1-2 *See what love the Father has given us*

Revelation 7:9-17 *God will wipe away every tear*

Revelation 21:2-7 *I saw the holy city, the new Jerusalem*

Revelation 22:1-5 *The Lord God will be their light*

Gospel Readings (please choose 1 if communion is included in the service)

*Matthew 5:1-10 *Blessed are those who mourn*

Matthew 11:25-30 *I will give you rest*

*Matthew 18:1-5, 10-14 *A child is the greatest in the kingdom*

*Mark 10:13-16 *Let the little children come*

Mark 16:1-7 *The resurrection of Christ*

Luke 24:1-9 *the resurrection of Christ*

John 1:1-5, 9-14 *The light shines in the darkness*

John 6:37-40 *I will raise them up on the last day*

*John 10:11-16 *I am the good shepherd*

John 11:21-27 *I am the resurrection and the life*

John 14:1-6 *I prepare a place for you*

John 14:25-27 *Peace I leave with you*

Hymn Suggestions



These hymns are particularly fitting for a funeral, based on their text, but it is by no means an exhaustive list for what might be very fitting for your loved one's funeral! Hymns from the newer "All Creation Sings" hymnal are listed toward the bottom.

308: O Morning Star, How Fair and Bright!

313: O Lord, Now Let Your Servant

351, 352: O Sacred Head, Now Wounded

377: Alleluia! Jesus Is Risen!

*381: Peace, to Soothe Our Bitter Woes

391: This Joyful Eastertide

409: Kyrie! God, Father

422: For All the Saints

423: Shall We Gather at the River

429: In Our Day of Thanksgiving

447: O Blessed Spring

483: Here Is Bread

500: Now We Remain

502: The King of Love My Shepherd Is

531: The Trumpets Sound, the Angels Sing

*595: Jesus Loves Me!

*613: Thy Holy Wings

621: Jesus Lives, My Sure Defense

622: Neither Death nor Life

**629: Abide with Me

636: How Small Our Span of Life

637: Holy God, Holy and Glorious

639: When We Are Living

721: Goodness Is Stronger than Evil

730: Lord Our God, with Praise We Come

750: Lord, Thee I Love with All My Heart



759: My Faith Looks Up to Thee

760: O Christ the Same

**770: Give Me Jesus

**773: Precious Lord, Take My Hand

778: The Lord's My Shepherd

786: O Holy Spirit, Enter In

**787: On Eagle's Wings

*815 : I Want to Walk as a Child of the Light

826: Thine the Amen

ACS 936: The Day of Resurrection