

Emerald Bay Community Church Memorial Service Planning



Emerald Bay Community Church

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The planning of a funeral or memorial service for a loved one can be an overwhelming task. We hope the attached information will be helpful in guiding you during this difficult time.

When your loved one dies, please call the church office at 903- 825-3642 or Dr. Dunks (903-539-0893). If possible, Dr. Dunks will come to be with you. He will also arrange a time to meet with the family to plan for the service. Here is some of the information that will be asked:

- Name, birth and death date of your loved one
- Your contact information
- Name of the funeral home
- How many family members are expected to attend
- Name and location of burial site
- Whether Pastor Dunks will preside over the burial
- Music and scripture selections
- Names of family members who wish to speak
- Names of those participating or requested (ushers, pallbearers, Golden Tees?)
- Whether photos will be displayed
- Where the family will greet guests
- Selection of bulletin cover
- Text for back of bulletin
- Provide obituary and picture for bulletin
- Honorariums

The Meal Ministry Coordinator will contact the family regarding plans for meal or reception decisions.

Contact Person

There should be one person who speaks for the family regarding decisions about the funeral. It will be the pastor's responsibility to decide who this person is, in consultation with the family.

Family Shared Thoughts

Family members who wish to offer brief remarks at the service are welcome to do so. We recommend that these be limited to one or two people and that they be prepared in advance. If preferred, written remembrances may be given to Dr. Dunks to read for family members.

Scripture

Scripture is an important part of the memorial service, especially when it reflects the character or situation of the deceased or family members. We encourage you to make your personal favorites known to the pastor. Among some of the most widely selected scriptures for memorials and funerals are these:

Psalms 23, 27, 106:1-5, 116
Romans 8:35-39 (What can separate us from the love of God)
2 Corinthians 4:16-5:9 (Things that are unseen are eternal)
1 John 3:1-2 (We shall be like him)
2 Timothy 4:7-8 (I have fought the good fight)
Revelation 7:9-17 (God will wipe away every tear)
Revelation 21:2-7 (Behold, I make all things new)
John 5:24-27 (He who believes has everlasting life)
John 10:11-16 (I am the good shepherd)
John 11:21-27 (I am the resurrection and the life)
John 14:1-6 (In My Father's house are many rooms)

Music

When a loved one dies, people often find themselves at a loss for words. It is appropriate to include music of comfort and promise at the service designed to remember and celebrate your loved one's life. Some frequently requested hymns are:

Amazing Grace	It is Well With My Soul
Be Thou My Vision	Just as I Am
Because He Lives	Rock of Ages
Blessed Assurance	The Old Rugged Cross
Great is Thy Faithfulness	What a Friend We Have in Jesus
How Great Thou Art	When We All Get to Heaven

Music by soloists or choir is subject to availability and scheduling. Recorded music can also be played.

The church will provide either a light reception or lunch for the family. The Meal Ministry Coordinator will contact the family to determine which option best fits your needs.

Reception

A light reception of cookies and punch or coffee following the service gives the family a chance to meet guests, some of whom may have travelled some distance to pay their respects.

OR

Family Meal

A meal for up to 35 family members may be provided before or after the service, either at the church or in the home.



Video

A prepared video or slideshow can be shown in the sanctuary by our sound technician before and/or after the memorial service. Preferred formats are PowerPoint, photo slideshow, or DVD movie. Please contact the Church Administrator before the day of the service if you wish to have a video presented.

Photos and Memorabilia

A table for photos may be placed in the church during the service. The family may wish to arrange a memory table in the reception area displaying photos, scrapbooks, and other personal items relating to their loved one. Tables are provided by the church. Please advise the Church Administrator as early as possible to arrange for photo and/or memorabilia tables.

Flowers

Flowers are symbolic of our Lord's Resurrection and are an appropriate way for family and friends to honor a loved one. We ask that the funeral home or the family take responsibility for the removal of all flowers following the completion of the service. If desired, we can recommend local florists.

Obituary and Picture

Our memorial service bulletin includes a picture and obituary of your loved one. The funeral home will usually make arrangements to send both to the Tyler paper if you desire. Copies of the photo and obituary should be emailed to the church office or can be obtained from the funeral home.

Memorial Donations

The church often receives donations in memory of your loved one. These can be directed to our general memorials fund or to one of the following ministry areas as directed by the family:

Benevolence • Christian Education • Missions • Music • Pond/Park

Costs

There are no building usage fees for services held at Emerald Bay Community Church on Mondays through Fridays, or for Saturday services held for church members. Saturday services for non-members may require a building facility fee to cover maintenance expenses incurred by the church. Please contact the Church Administrator for information.

Honorariums for musicians, A/V coordinator, and pastor should be paid on or prior to the date of the service. Honorariums to musicians should be payable directly to those individuals and may be left with the church office to distribute. Fees for building usage, where applicable, should be made payable to the church.

Suggested honorarium amounts:

Pastor - \$200	Soloist - \$50 for 1 song/ \$100 for two
Pianist - \$100	A/V Coordinator - \$100

Honorariums for clergy are customary but remain at the discretion of the family; such honorariums should be given directly to the pastor. If long-distance travel is required, the pastor's expenses should be provided.

Typical Order of Service:

Musical Prelude

Opening Hymn

Scripture Reading/Obituary/Prayer

Musical Selection – Hymn, solo, or choir led

Family Shared Thoughts – Family members

Musical Selection – Hymn, solo, or choir led

Message – Dr. Dunks

Closing Prayer

Dismissal of the family

Musical postlude

MEMORIAL SERVICE CHECKLIST

NAME:

DATE:

TIME:

LOCATION:

BURIAL:

FUNERAL HOME:

Register?

CONTACT PERSON:

PHONE:

EMAIL:

BULLETIN INFO:

SCRIPTURES:

FAMILY SHARED THOUGHTS:

BULLETIN COVER:

PICTURE AND OBITUARY:

MUSIC:

HYMNS:

SOLO:

SOLOIST:

CHOIR:

PIANIST/ORGANIST:

SOUND:

TABLE FOR PHOTOS?

VIDEO?

USHERS:

GOLDEN TEES:

GATHERING ROOM FOR FAMILY:

NUMBER OF FAMILY (for seating):

CHOIR ROOM:

CLASSROOM BY OFFICE:

GREETING FAMILY AFTER SERVICE:

SANCTUARY _____ or FELLOWSHIP HALL _____