

## 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):

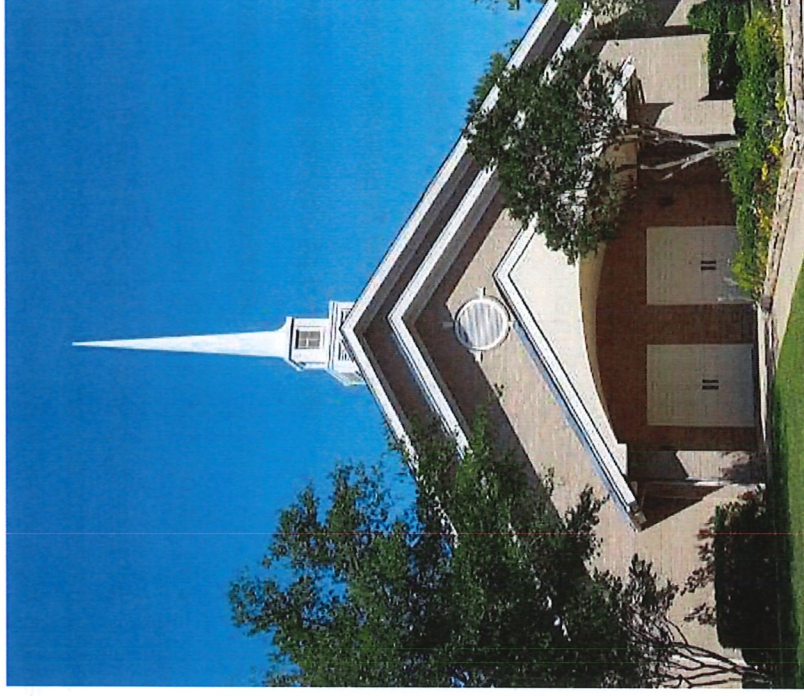
CHOIR ROOM:

CLASSROOM BY OFFICE:

**GREETING FAMILY AFTER SERVICE:**

SANCTUARY \_\_\_\_\_ or FELLOWSHIP HALL \_\_\_\_\_

# Emerald Bay Community Church Memorial Service Planning



## Emerald Bay Community Church

160 La Salle Road, Bullard, TX 75757

[www.emeraldbaychurch.org](http://www.emeraldbaychurch.org)

903-825-3642

Rev. Wes M. Bynum, Pastor

Cell: 903-520-4315

[Pastor@emeraldbaychurch.org](mailto:Pastor@emeraldbaychurch.org)

Mike Cross, Minister of Music

[music@emeraldbaychurch.org](mailto:music@emeraldbaychurch.org)

Nancy Studley, Church Administrator

[nstudley@emeraldbaychurch.org](mailto:nstudley@emeraldbaychurch.org)

Gail Muse, Administrative Assistant

[office@emeraldbaychurch.org](mailto:office@emeraldbaychurch.org)

# Memorial Service Planning

be helpful in guiding you during this difficult time.

- Name, birth and death date of your loved one
- Your contact information
- Name and location of burial site
- Name of presiding minister(s)
- 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
- Provide obituary and picture for bulletin
- Honorariums

**Notes:**

[illegible]

## 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 the minister to read for family members.

***Upon request, the church may provide a light reception or lunch for the family members.*** The Meal Ministry Coordinator will contact the family to determine which option best fits your needs.

## 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.



## Typical Order of Service

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—Presiding Minister

Closing Prayer

Dismissal of the family





## Memorial Donations

The church often receives donations in memory of your loved one. The family will be notified of any donations received.

## Honorariums/Fees

Honorariums are customary, but remain at the discretion of the family, to thank the clergy, soloist, music director, and musicians for their assistance. Please consider the time spent with the family and the performing of the service.

There are no building usage fees for church members' services held at Emerald Bay Church.



The membership and staff of Emerald Bay Community Church would like to thank you for allowing us to walk with you through this very special season of life. Our sincere desire is to be a help, support, and resource as you make decisions regarding the best way to remember and honor the memory of your loved one. Going forward, our heartfelt prayers will continue to be with you and your family.

## 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 presiding minister. Among some of the most widely selected scriptures for memorials and funerals include:

Psalms 23, 27, 91, 103, 116  
Romans 8:35-39 (What can separate us from the love of God)  
2 Timothy 4:7-8 (I have fought the good fight)  
Revelation 7:9-17 (God will wipe away every tear)  
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. Frequently requested hymns include:

Amazing Grace	It is Well With My Soul
Because He Lives	Leaning on the Everlasting Arms
Blessed Assurance	The Old Rugged Cross
Great is Thy Faithfulness	When We All Get to Heaven
How Great Thou Art	I Heard the Voice of Jesus Say

These are suggestions. We encourage you to discuss among family and friends what song(s) best reflect your loved one. Music by soloists or choir is subject to availability and scheduling. Recorded music can also be played.