

FUNERAL PLANNING GUIDE

THE FUNERAL A funeral or memorial service for a Christian is a time where family and friends can reflect on Christ. This reflection is centered on the work He did in the life of the deceased and the funeral serves as a reminder of the hope of everlasting life through His sacrifice and resurrection. While the funeral honors, remembers, and celebrates the life of the deceased, the heart of the funeral should always be about the gift of life that God grants to each of us. Jesus meets death head-on, providing hope and comfort to all who worship and proclaim Christ as Lord.

This form may be used by a grieving family in the midst of funeral planning, by individuals planning for an impending death, or to express one's personal wishes for your own funeral in the future. This form may be revised at any time.

HOW TO ALERT THE CHURCH OF A FUNERAL NEED In the event of a death, call the church office (614-864-9383) before making any arrangements. If this is not during business hours, please complete a "Funeral Request" found on our website www.gracefellowship.cc. These requests are received in real time and will be answered as soon as possible.

TO PRE-PLAN YOUR FUNERAL You may choose to file this form with the church. This information will be kept in a confidential file available to the pastors of Grace Fellowship.

After you complete the form, consider telling someone you trust about it. You may wish to discuss what you have written to be certain that it is clear. Consider providing copies for:

1. Your family
2. To file with your will
3. Your funeral home

Or simply give them a note that says: *"As we have discussed, I have recorded my desires regarding my death and burial. I keep this information in the following place: _____ (e.g., on file with the church, with my will). At the time of my death, I ask that you use this information to the extent possible."*

Please understand that this is not a binding legal document, but simply suggestions to help guide your family. Each situation is different, and some flexibility will be needed.

Please keep a copy of these forms for yourself. Give a copy to a family member or friend and to your church.

This form is provided as a service of
Grace Fellowship
1449 Refugee Rd.
Pickerington, OH 43147
614-864-9383
Email: office@gracefellowship.cc
www.gracefellowship.cc

SOME THINGS TO THINK ABOUT WHEN PLANNING

LOCATION AND TYPE OF WORSHIP SERVICE Typically, funeral services are held at either a funeral home or church. It is best to plan the location based on personal comfort as well as facility availability (See campus availability guidelines below on page 3). Services can include a small sermon, memorial speeches, music, prayer, and/or audio visual tributes.

OFFICIATING PASTOR You may request any of the pastors presently serving Grace Fellowship to officiate, but this will be based on availability.

SCRIPTURE & SONGS The pastor will be happy to suggest Scripture or songs, if you desire. Please refer to our list on page eight of this guide. Also, music can possibly be arranged. This is subject to availability.

LIVE MUSIC Musicians are subject to availability. Please discuss this with the assigned Pastor.

RECEPTION If your family wishes to have a light meal at the church following worship and/or burial, this can be arranged. For smaller groups of 50 or less, our Food Ministry will provide the food and setup; if the group is larger than 50, we suggest using a caterer for a meal paid for by the family, with whom we will coordinate drop-off and setup. We can also provide light refreshments as an option for larger groups. This is an important time for small intimate fellowship for families and close friends. Please let us know how many you expect to attend. For more information on receptions, contact our church office.

VISITATION A visitation is frequently held the day before the funeral service at the church or the funeral home. It is also common to have a one hour visitation in the lobby prior to the funeral service.

AUDIO VISUAL A computer presentation of photographs of the life of the deceased may be projected before the funeral worship service. Please understand that compatibility of software and other issues make this difficult to perform without sufficient lead time; if you intend to use such a presentation, please have this to the church office at least 24 hours before the service. If the church facilities are being used, an audio visual technician from the church may be available.

SHARING OF LIFE Although not necessary, there are occasions where a person—close friend or relative— may wish to make some brief prepared remarks that share something of the life of the deceased. If this is your desire, and you have a person in mind, name them here. The pastor will help you determine the suitability and placement of such remarks. _____

BIOGRAPHY/OBITUARY In a separate document, record events, things, people, and accomplishments that are important to remember. Include such things as birth date and

place, baptism and confirmation dates, churches attended, cities where the person lived, employment, marriage date and place, names of relatives, ministry in daily life, volunteer activities, military service, and the like. The funeral home will usually help you through this process.

FLOWERS We will be happy to receive flowers for your funeral service during our office hours which are Monday - Thursday from 8:30 am - 4:30 pm. We will do our best to accommodate deliveries after our normal business hours.

MEMORIAL GIFTS Many choose to designate one or more memorial recipients to which gifts are given in lieu of flowers. These organizations can be listed on page 6.

FUNERAL SERVICE FACILITY PARAMETERS Based on the size of our church, the consistent requests for church facilities, as well as worship service times, the location for the funeral service will be determined upon the amount of guests expected for the service itself and the date. To help a person get an idea of where their service can be held, below are the number of guests each facility can hold. Grace Fellowship does not charge a building usage fee for funerals.

- | | |
|-------------------------------------|------------|
| • Pickerington Campus - The Main | 765 Guests |
| • Jefferson Campus - The Main | 450 Guests |
| • The Chapel - The Sanctuary | 325 Guests |
| • Upper Arlington Campus | 175 Guests |
| • Pickerington Campus - The Venue | 150 Guests |
| • Jefferson Campus - The North Room | 50 Guests |

OTHER CONSIDERATIONS Cremation, burial, donation to science, etc. Although some worry that cremation might not be a Christian practice, it is our view that this is a matter of preference and is acceptable from a Christian perspective. The people of God speak, as do Scriptures, of “dust to dust” and “ashes to ashes;” it makes no difference whether we return to the dust of the ground slowly or quickly. Likewise, donation of the body to science (which bodies, after being used at a medical school, for example, are then cremated), is acceptable. Please make your preferences known to your family.

SUGGESTED HONORARIUMS This is a monetary donation to the people who served during the funeral. If you would like to honor any of the following people who served your family, you will find a suggested amount below. This is not a required fee if you choose to have your funeral service at Grace Fellowship.

- Officiating Pastor - \$200
- Audio/Video Technician - \$100
- Musician - \$50 per person
- Vocalist - \$50 per person



FUNERAL PLANNING

The information and instructions provided in this questionnaire are for the guidance of family and friends in making the arrangements necessary at the time of death and are not legally binding or enforceable.

Note: This form should be kept with your important papers, family members, friends or given to your church to keep on file. I hereby give the following instructions: (answer only questions that apply to you.)

GUIDE FOR THE CHRISTIAN FUNERAL OF...

Individual Information:

Full Name: _____
First Middle Last

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work: _____ Cell: _____

Date and Time of Death: _____ Date and Place of Birth: _____

Emergency Contact Person:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work: _____ Cell: _____

Eligibility for military honors or death benefits: _____

PERSONAL HISTORY

Father: _____ Mother: _____ Maiden Name: _____

Brothers: _____

Sisters: _____

Spouse: _____

Children: _____

Grandchildren: _____

Date Born: _____ Where: _____
City State Hospital

Date Accepted Christ: _____ Where: _____ Pastor: _____
City State

PERSONAL HISTORY CONTINUED...

Date Married: _____ Where: _____ Pastor: _____

Occupation: _____ Retired: _____

Came to City: _____ From: _____

Local Organizations and Involvement: _____

OFFICIANT FOR FUNERAL

My choice of pastor to officiate at my service is: _____

Name of Campus or location of funeral: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

SPECIFICS OF SERVICE

Date of Service: _____ **Time of Service:** _____

Place of Service (check one): Church _____ Funeral Home* _____ Graveside Only _____
(Please keep in mind that the church facility location for the service will be determined by expected attendance)

*Funeral Home _____ Street Address _____

City _____ State _____ Zip Code _____ Phone Number _____

Funeral with coffin/urn present _____ Memorial service without remains _____ Graveside service only _____

Body to be viewed prior to service? Yes _____ No _____

If yes, where? (check all that apply) _____ Funeral home _____ Church _____

Scripture Readings (may include Psalm, Old Testament, New Testament, and/or Gospel. See page 8 for suggestions)

Favorite Biblical theme or image : _____

Pallbearers: _____

Programs: Programs for the service are provided by the funeral home. Please deliver the to the church 24-hours prior.

Flowers provided at service? Yes ___ No ___ Where do you want the provided flowers stationed? _____

Who will be in charge of collecting the flowers after the funeral? _____

MUSIC

Names of songs (see page 8 for suggestions): _____

Other music (special music, instrumental) _____

Other: For example, a musician or soloist you plan on asking to perform. Provide their name and phone number.

Name: _____ Phone: _____

MEMORIALS - FINANCIAL DONATIONS

Memorials in the deceased's honor may be given to any organization or to a specific area of interest to the deceased.

____ Cause 1 (your choice) _____

____ Cause 2 (your choice) _____

____ Other (specify): _____

OTHER SERVICES AVAILABLE

Suggested honorariums for these services are listed on page 3.

- Audio/Video Services - Microphone, Music, Video
- Play a Slideshow - We must have a completed slideshow to the church office at least 24 hours before the service. It must be in a .mov or .mp4 format that will play on a Mac computer.
- Live Musician
- Live Vocalist

FUNERAL RECEPTION

If you choose to have a funeral reception, this event may be held immediately following the service or on a separate day. This is usually a gathering of close family and friends that may or may not include a meal.

Date of Reception: _____

Time of Reception: From: _____ am/pm To: _____ am/pm

Would you like to have a food at this reception? Yes _____ No _____

Expected Number of Guests: _____ 1-50 people - Our food team can provide a meal.
_____ 51 and above* - Our food team can provide beverages and light refreshments.

*If you would like to serve a full meal for over 50 guests, then the family will need to hire a caterer for this event or provide food themselves.

Catered Meals for more than 50 people

Will you be hiring a caterer for the reception? Yes _____ No _____

Name of Restaurant/Caterer providing food: _____

Time food will be delivered: _____ am/pm

Potluck Meals for more than 50 people

Will your family will be providing food? Yes _____ No _____

Time family will be setting up food: _____ am/pm

Location of Reception: _____ The Venue at The Pickerington Campus
(Upon Availability) _____ The Main at the Pickerington Campus (Large Events Only)
_____ The Sanctuary at The Chapel
_____ The Living Room at the Upper Arlington Campus
_____ The Main at The Jefferson Campus
_____ The North Room at the Jefferson Campus

What time will the guests arrive? _____ am/pm

What time would you like food to be served? _____ am/pm

Would you like music to be playing during the reception? Yes _____ No _____

Would you like to have a slideshow playing during the reception? Yes _____ No _____

OTHER RESOURCES

SUGGESTED SCRIPTURES:

| PSALMS | OLD TESTAMENT | NEW TESTAMENT | GOSPELS |
|-----------|----------------------|--------------------------------|------------------|
| Psalm 23 | Job 19:23-27 | Romans 5:1-11 | Matthew 11:28-30 |
| Psalm 42 | Ecclesiastes 7:1-4 | Romans 8:31-39 | Luke 2:25-32 |
| Psalm 46 | Isaiah 25:6-9 | 1 Corinthians 15:40-44 & 51-57 | John 5:24-29 |
| Psalm 121 | Lamentations 3:22-26 | 2 Corinthians 1:3-4 | John 6:37-40 |
| Psalm 143 | | Philippians 1:21-23 | John 11:21-27 |
| | | 1 Thessalonians 4:13-18 | John 14:1-6 |
| | | 1 Peter 1:3-9 | |
| | | 1 John 3:1-3 | |
| | | Revelation 14:13 | |

SONGS:

| | |
|--|--|
| <i>"10,000 Reasons" (Matt Redman)</i> | <i>I Can Only Imagine</i> |
| <i>"Amazing Grace"</i> | <i>I Will Rise (Chris Tomlin)</i> |
| <i>"Broken Vessels" (Hillsong)</i> | <i>It Is Well With My Soul</i> |
| <i>Come Thou Fount</i> | <i>"Lord, I Need You" (Matt Maher)</i> |
| <i>Doxology</i> | <i>Miracles (Acoustic)</i> |
| <i>Even When It Hurts (Praise Song)</i> | <i>O Come To The Alter</i> |
| <i>Give Me Faith</i> | <i>Oceans</i> |
| <i>Good Good Father</i> | <i>Our God</i> |
| <i>Great Are You Lord</i> | <i>Reckless Love</i> |
| <i>"Great Is Thy Faithfulness"</i> | <i>Revelation Song</i> |
| <i>How Deep The Father's Love For Us</i> | <i>What a Beautiful Name</i> |
| <i>How Great Is Our God</i> | <i>"Victory In Jesus"</i> |
| <i>"How Great Thou Art"</i> | <i>Other songs may be available upon request</i> |

FUNERAL PLANNING CHECKLIST

Pre-Planning: All of these items can be arranged in advance of a person's death.

GENERAL PREPARATIONS

- Choose a Funeral Home
- Assemble personal information for obituary
- Choose a charity to direct donations
- Decide if jewelry is to remain or be returned

FUNERAL HOME SERVICES

- Choose burial or cremation
- Select a casket or cremation container
- Select a burial vault or cremation urn
- Choose the location/type of service
- Choose family viewing or visitation
- Choose whether to have a graveside service or not
- Choose a floral arrangement
- Select a photograph to be displayed
- Decide which religious or fraternal items are to be displayed
- Decide what the deceased will wear
- Select music, hymns, and solos
- Select scripture or literature to be read
- Select a memorial register
- Select memorial folders and acknowledgement cards

FUNERAL HOME SERVICES - TRANSPORTATION

- Funeral coach
- Clergy car
- Family limousine
- Pallbearer limousine
- Flower car

PARTICIPANTS

- ___ Choose clergy or officiator (pending availability, have second and third options)
- ___ Choose a musician or vocalist
- ___ Select pallbearers
- ___ Select family member or friend to perform the eulogy
- ___ Select family member or friend to read scripture or literature

CEMETERY SELECTIONS

- ___ Choose a cemetery
- ___ Select a burial or cremation plot
- ___ If cremation, choose who will receive the remains
- ___ Decide whether above or below ground
- ___ Select a memorial or grave marker and inscription

FINAL ARRANGEMENTS - THE FOLLOWING ITEMS WILL BE ARRANGED POST-MORTEM

- ___ Contact chosen funeral parlor for guidance and planning
- ___ Ambulance transfer from place of death
- ___ Apply for death certificates
- ___ Apply for a burial permit
- ___ Set a time and date for the service and calling hours
- ___ Request preparation and embalming
- ___ Compose and submit obituary
- ___ Arrange location and food for the reception

CARE OF THE BODY:

There are specific steps to be taken for each process for care of the body.

- ___ Embalm and bury body (*consult funeral home and cemetery*)
- ___ Cremate body (*cremated remains may be buried, stored in the home, or scattered - see local ordinances*)
- ___ Donate body to science (*other forms necessary*)
- ___ Other: crypt, burial at sea, etc.

ORGAN DONATION

____ Organ Donation: I wish to donate my organs (state which) to be used for medical purposes or organ transplants. (*Provisions must be made by proper documentation in accordance with state law.*)

IMPORTANT DOCUMENTS

When planning your own funeral service: It is important that survivors be able to locate vital records and important documents. 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. Also note your social security number, the location and date of your will/living trust, who has the power of attorney, the executor of estate, and the guardian of children (if children are minors).

Please make your family members aware of where these documents are located in your home.

It is understood that the wishes stated above will be fulfilled to the best of Grace Fellowship's ability upon _____'s passing.
(*Print Name Here*)

Your Signature: * _____ Date: _____

****If you are using this form to pre-plan your memorial service, please sign the line above and include it with your personal end-of-life documentation such as your will.***

*****The church may want to make a copy of this questionnaire and keep it on file for planning purposes.***