

Service Planning for: _____

What type of service will you have? _____

- A funeral? (visitation – funeral service – cortege/procession - committal service at the gravesite)
- A memorial service?
- A graveside service only (possibly with only immediate family)?
- A celebration of life?

Recommended - fill out this form and give a copy (pp. 1-6 only) to the church, someone in your family, and keep a copy with your own final affairs paperwork. If you decide to plan the order of service in more detail, make copies and attach.

Questions and preferences to consider:

1. A Remembrance table? Yes or No

If yes, what would you like to see included? (See link at the end or google for creative ideas.)

2. If funeral service, do you wish for there to be a viewing/visitation? _____
The night before or the same day? Preference? _____

3. Would you like for there to be a reception for the family? When and where?

4. In the 15-20 mins prior to the service, if the setting allows, would you like:

- A picture slideshow in a video format set to music?
- Live music, specified or compiled from your favorite hymns/songs listed below?
- A little of each? Other?

5. Favorite hymns:

- Include full title, hymnal #, and hymnal name (UMH, Cokesbury, TFWS, Baptist, Presbyterian, etc..)
- Musician - Is there a particular person you wish to sing/play this musical selection?

Title	No.	Hymnal	Musician?
1. _____	# _____	_____	_____
2. _____	# _____	_____	_____
3. _____	# _____	_____	_____
4. _____	# _____	_____	_____
5. _____	# _____	_____	_____

6. Any non-hymnal based musical selections:
(contemporary Christian, secular, vocal or instrumental solos, choral anthems...)

Include all pertinent information:

Title	Genre/Type	Composer	Publisher/Artist	Musician?
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

For a Celebration of Life: Favorite genre of music to be played during a gathering?
Or favorite CDs/or recording artists?

7. Favorite Scripture(s):

7a. Is there a particular reason the scripture(s) is/are so meaningful?

A special story or connection could be nice for the pastor to share in his/her message.

8. A favorite poem or quote? Provide all the information necessary for someone to locate that when the time comes. If it's out of a book, for instance, include all the information one would find in a research paper footnote (title, author, editor, publisher, page #).

9. Which picture would like to appear on the cover of the printed service order? Describe the picture here, or attach and label, or scan and email to another member of your family, or copy if possible.

10. Pastoral leadership preferences for a funeral or memorial service? (Speak with the Sr. Pastor before making other arrangements, out of courtesy, and include contact information as available.)

11. Are there any people you would like to speak in your service for a eulogy or as witnesses? Include contact information if the family may not have it.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

12. Organization inclusion? (Are you a veteran or member of another organization, such as the Masons, Order of the Eastern Star, Veterans of Foreign Wars, etc..)

If veteran, specify honor guard preference:

In the service? or at the gravesite? _____

13. Pallbearers (funeral service):

14. Where would you like for any memorial funds to go? (Memorial fund or a specific mission/ministry?)

Would you also like to request donations in lieu of flowers? Yes or No

Donations to (if different from above): _____

15. Is money is set aside for paying those involved in the service? Include roles and amounts:

Setting aside money:

In addition to planning for burial or cremation costs, a grave marker, etc.. it's a good idea to set aside money for your final service as well.

For a funeral or memorial type service, you may need to pay a sound person, video person, musicians, one or more pastors, and any additional fees that the church may require. When determining how much to set aside, keep in mind that these people will not only be present for the service, but will also spend many hours ahead of time preparing for the service and travel time to and from the service. If a soloist or instrumentalist is involved, they – as well as the pianist/organist - will spend extra time travelling to and from the church and in rehearsal. If possible, set aside minimum amounts between \$100-200 per person depending on their role in the service.

If there is to be a meal or a Celebration of Life party, designate the funds for the food, waitstaff if needed, live musicians, etc..

Celebration of Life Service Ideas:

There are lots of websites with great suggestions if you're wanting to plan for a Celebration of Life service. Here are just a few:

<https://www.blueridge-funeral-service.com/celebration-of-life-ideas>

<https://dying.lovetoknow.com/about-obituaries-memorials/outline-celebration-life-program>

<https://www.joincake.com/blog/celebration-of-life-program/> (sample programs and outlines)

<https://elegantmemorials.com/celebration-of-life-service>

Additional Links:

Creative ideas related to the Remembrance table - <https://www.funeralguide.co.uk/blog/creative-funeral-ideas>

United Methodist service order: <https://www.umcdiscipleship.org/book-of-worship/a-service-of-death-and-resurrection>

Also found as: A Service of Death and Resurrection in the United Methodist Hymnal #870.